OFFICE OF STATE FIRE MARSHAL
CODE ENFORCEMENT AND BUILDING SAFETY

STRATEGIC PLAN

FY 2005-06 THROUGH FY 2009-10

JUNE, 2004

OFFICE OF STATE FIRE MARSHAL CODE ENFORCEMENT AND BUILDING SAFETY

VISION: To provide the citizens of Louisiana with a safe environment to live, work, raise a family and retire.

MISSION: To uphold the law and provide for the protection of life and property from the hazards of fire or explosion, to ensure the safety of our citizens in the constructed environment, to provide equal access to disabled individuals, to promote the efficient use of energy in commercial building, and to encourage economic development.

PHILOSOPHY: To attain the mission of the Office of State Fire Marshal, Code Enforcement and Building Safety by being consistent, service oriented, professional and knowledgeable while demonstrating a positive attitude.

GOALS:

I. To encourage economic development in the State of Louisiana.

II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.

III. To increase efficiency and qualify of inspections, plan review and investigations.

GOAL I: To encourage economic development in the State of Louisiana.

OBJECTIVE: I.1 By the year 2010, the **Plan Review Section** will develop and implement additional training programs for the design and construction community consisting of a minimum of eight (8) training sessions per year.

Legislative Authority: Louisiana Revised Statute 40, Chapter 7, Part 3, 1574 (a) and (b), Louisiana Revised Statute 40:1740; Part IV-B of Chapter 8 of Title 40:1730, 26 (c) requires the plans and specifications for every structure, watercraft or movable constructed or remodeled in the state to be reviewed by the Fire Marshal and must be determined to appear to satisfactorily comply with the adopted fire, life safety, energy and handicapped accessibility laws, rules, regulations and codes of the state prior to construction. State citizens benefit from these fire preventive measures. The design/construction industry benefits from timely reviews that do not hamper economic development.

I.1.1 STRATEGY: Prepare a training needs assessment to determine the areas of code enforcement the design community needs the most.

I.1.2 STRATEGY: Develop a realistic program of training for the design and construction community in those areas identified as the most needed.

PERFORMANCE INDICATORS:

Input: Number of training presentations given
Output: Number of projects reviewed
Efficiency: Percentage of projects not in compliance

GOAL I: To encourage economic development in the State of Louisiana.

OBJECTIVE: I.2 Through the year 2010, the **Plan Review Section** will provide plan review of the State Uniform Construction Code, for political subdivisions requesting assistance.

As this program expands it will substantially impact the SFM plan review department. Constant monitoring of submitted reviews and man hours required to perform these reviews will be important when forecasting man power needs.

Legislatively mandated by RS 40;1728 (c)

I.2.1 STRATEGY: The Building Official will establish one (1) Architect 3, one (1) Engineer 4, and one (1) Office Coordinator 4

I.2.2 STRATEGY: Provide increased training of the provisions of the State Uniform Construction Code to the plan review staff.

I.2.3 STRATEGY: Improve statewide awareness of the ability of this office to provide assistance regarding enforcement of the State Uniform Construction Code.

PERFORMANCE INDICATORS:

Outcome: Number of political subdivisions receiving State Uniform Construction Code reviews.

Efficiency: Percentage of political Subdivisions given building code review services.

Quality: Number of man hours per review.

GOAL II: To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.

OBJECTIVE: II.1 By the year 2007, the **Inspection Section** will maintain completion of 95% of new construction final inspections within two weeks of the date of the inspection request.

Legislative authority is found in La.R.S. 40:1563, 40:1574.1, 40:1575 and the Louisiana Administrative Code 55:V:307.C.

Persons who benefit from this objective are the owners and users of buildings inspected, as well as the contractors and design professionals associated with the construction of the building.

II.1.1 STRATEGY: Maintain the current number of inspector positions to ensure timely completion of final inspections.

Inspector positions offer relatively low pay while the work is very demanding and knowledge intensive. When a new employee is hired, it takes approximately six months to one year to train an inspector to be marginally acceptable to conduct final inspections on small facilities that include handicapped accessibility requirements and basic fire alarm sprinkler systems, approximately one and half to two years to be marginally acceptable to conduct more complex inspections that include more complex fire alarm and sprinkler systems, and approximately two to three years to be marginally acceptable to conduct large complex facilities with complex fire alarm/ smoke control systems, complex sprinkler systems and hood systems.

II.1.2. STRATEGY: Upgrade and maintain equipment necessary to conduct inspections.

II.1.3 STRATEGY: Upgrade electronic scheduling system.

By upgrading the present scheduling system to group together all system projects associated with the building, this office will be able to schedule the proper amount of time for the inspector to conduct inspections and, therefore, allow owners occupancy of their buildings in a timely manner.

PERFORMANCE INDICATORS:

Input:	Number of final inspections requested
Efficiency:	Number of final inspections completed within two weeks of the date requested
Outcome:	Percentage of final inspections completed within two weeks of the date requested

GOAL II: To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.

OBJECTIVE: II.2 By the year 2007, the **Inspection Section** will maintain 95% of the total number of annual inspections required.

Legislative authority is found in La.R.S. 40:1563 and the Louisiana Administrative Code, Title 55:V:1701.A.

Persons who benefit from this objective are the owners and users of existing buildings inspected on an annual basis to confirm life safety code compliance.

II.2.1 STRATEGY: Maintain current number of inspector positions to ensure timely completion of required annual inspections.

II.2.2 STRATEGY: Upgrade existing computer system so that supervisors/inspectors can monitor completed required annual inspections on line.

PERFORMANCE INDICATORS:

Input:	Number of required annual inspections
Output:	Number of inspections conducted
Outcome:	Percentage of required annual inspections conducted

GOAL II:	To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.
OBJECTIVE: II.3	By the year 2010, the Health Care Section will maintain conducting 90% of fire safety inspections of health care facilities requiring license and/or certification within the time lines required by state, federal or contract with Department of Health and Hospitals.

Louisiana Revised Statutes 40:1563 (B) requires the State Fire Marshal to conduct final construction/renovation/addition inspections of all completed construction projects of health care facilities. Louisiana Revised Statutes 40:1563 (C) requires fire safety inspections of all health care facilities requiring state license. Through contract with the Department of Health and Hospitals per provisions of Section 1864 (a) of the Social Services Act, the Office of State Fire Marshal is required to survey and certify compliance with the Code of Federal Regulations – Title 42 for continued participation in the Medicare/Medicaid Program in health care facilities statewide. Enforcement of these requirements affect all citizens requiring health care treatment in Louisiana.

II.3.1 STRATEGY: To maintain or increase current staffing levels to coincide with increased demand for inspections.

II.3.2 STRATEGY: To maintain and upgrade equipment to current technology standards.

PERFORMANCE INDICATORS

Input:	Number of required health care inspections
Output:	Number of required health care inspections conducted
Outcome:	Percentage of required health care inspections conducted

GOAL II:	To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.
OBJECTIVE: II.4	By the year 2010, the **Fire Information Section** will continue to advance fire reporting and statistical analysis through the use of advanced technology standards to maintain 100% efficient and effective processing of fire reports received.
II.4.1 STRATEGY:	Implement a personal computer based reporting system with modern access for data entry and retrieval of fire reports and information reported by the fire service.

PERFORMANCE INDICATORS:

Input:	Number of fire incident reports received
Output:	Number of fire incident reports processed by FEMA deadline
Outcome:	Percentage of fire incident reports processed by FEMA deadline

GOAL II:	To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.
OBJECTIVE: II.5	By the year 2010, the **Licensing Section** will provide a comprehensive licensing and enforcement program to maintain a minimum of 1.28 applications per hour worked and to clear 80% of all complaints investigated against contractors within regulated industries. This objective will benefit the citizens of Louisiana (building owners and users) by ensuring that contractors properly install and service fire protection and life safety equipment and systems. Additionally, regulated industries will benefit because they receive timely service. Legislative authority is found in R.S. 40:1625 et seq., 40:1651 et seq., and 40:1662 et seq..

II.5.1 STRATEGY: Conduct investigations of complaints received against contractors.

PERFORMANCE INDICATORS:

Input:	Number of complaints received
Output:	Number of investigations conducted (during FY)
Efficiency:	Number of investigations cleared (during FY)
Outcome:	Percentage of investigations cleared (during FY)

II.5.2 STRATEGY: Conduct annual inspections of licensed contractors' places of business for compliance with the licensing laws and administrative rules.

II.5.3 STRATEGY: Process all applications received in a timely manner.

PERFORMANCE INDICATORS:

Input:	Number of hours worked
Output:	Number of application processed
Efficiency:	Number of applications processed per hour

II.5.4 STRATEGY: Maintain and upgrade equipment to current technology standards.

II.5.5 STRATEGY: Obtain training and certifications for inspectors in those areas for which the section is responsible.

GOAL II: To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.

OBJECTIVE: II.6 By 2010, the **Mechanical Safety Section** will inspect 100% of the amusement rides and attractions at least once during each known event held in Louisiana.

Legislative authority is R.S.40:1484, et seq. The citizens of and the visitors to Louisiana, who frequent the various fairs, festivals, and amusement parks throughout the state, will benefit from the accomplishments of this objective.

II.6.1 STRATEGY: Maintain the staffing levels to ensure all known amusement rides/attractions are properly inspected at intervals designed by law.

II.6.2 STRATEGY: Maintain a vigorous cross-training program to train other inspectors to be used during the peak season.

II.6.3 STRATEGY: Produce a computer tracking system to track portable amusement rides/attractions from state to state by 2010 in cooperation with the Council of Amusement & Recreational Equipment (CARES) organization.

II.6.4 STRATEGY: Improve efforts to educate the public in ride safety through various media contacts and presentations at schools throughout the state.

II.6.5 STRATEGY: Continue to monitor the industry through 2010 for advancements in inspection equipment & procedure. This will ensure the most up-to-date equipment is being used for inspections.

PERFORMANCE INDICATORS:

Input: Number of known amusement events held in Louisiana
Outcome: Percentage of events inspected.

GOAL II: To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.

OBJECTIVE: II.7 By 2010, the **Mechanical Safety Section** will inspect 100% of the known state assigned boilers, in accordance with R.S.23:531-545.

The accomplishment of this objective will help provide a safer environment for anyone that comes in contact with locations having process boilers, heating boilers, hot water supply boilers and any storage water heaters. These individuals would be anyone who goes to schools, churches, work, restaurants, hospitals, movie theaters, state, parish or city offices, etc.

II.7.1 STRATEGY: Monitor the number of overdue inspections in relation to total number of objects in the database and reduce those to less than 3% by 2007.

II.7.2 STRATEGY: Inspect all new installations for compliance with the Code of Construction and with the Louisiana Boiler Law, Rules and Regulations by the end of the year 2007.

II.7.3 STRATEGY: Increase the competency of the boiler operators throughout the state by offering a training program and voluntary licensing of operators by 2010.

II.7.4 STRATEGY: Provide ongoing training to the staff of changes to the American Society of Mechanical Engineers code via National Board presented classes.

II.7.5 STRATEGY: Provide for a keyless entry of inspection reports from insurance inspections by the end of the year 2009.

II.7.6 STRATEGY: Continue to monitor the industry through 2010 for advancements in inspection equipment & procedure. This will ensure the most up-to-date equipment is being used for inspections.

PERFORMANCE INDICATORS:

Input: Number of state assigned inspections required
Output: Number of state assigned inspections performed
Outcome: Percentage of boilers found not in compliance
Outcome: Percentage of boilers overdue for inspection

GOAL II: To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.

OBJECTIVE: II.8 By 2010, the **Mechanical Safety Section** will continue to ensure all public firework displays are inspected and performed by licensed operators.

Legislative Authority is R.S.51:650 et seq. Anyone attending any public fireworks display would benefit from the accomplishment of this objective by being sure that the display has been properly permitted and is being performed by a qualified person.

II.8.1 STRATEGY: Continue to inspect all public fireworks displays in the state, not covered by a State Fire Marshal certified fire prevention bureau through 2010.

II.8.2 STRATEGY: Develop a computer program to track all fireworks displays in the state by 2006.

II.8.3 STRATEGY: Improve efforts to educate the public in fireworks safety through various media contacts and presentations at schools throughout the state.

II.8.4 STRATEGY: Continue to monitor the industry through 2010 for advancements in inspection equipment and procedures. This will ensure the most up-to-date equipment is being used for inspections.

PERFORMANCE INDICATORS:

Input: Number of known public fireworks to be inspected.
Outcome: Percentage of public firework displays inspected.

GOAL III: To increase efficiency and quality of inspections, plan review and investigations.

OBJECTIVE: III.1 The **Arson Enforcement Section** to exceed the National Arson Clearance rate of 16% by the year 2010.

The Arson Enforcement Section of the Office of the State Fire Marshal operates under R.S.40: 1563.1, which states in part " The fire marshal, the first assistant fire marshal, each deputy fire marshal, certified local authorities, and state or municipal arson investigators, while engaged in the performance of their duties as such, shall have the authority to investigate and cause the arrest of individuals suspected of having violated the following criminal laws:" R.S. 40: 1563.1 continues to list specific criminal code violations, specify the power to seize contraband, provide the fire marshal with the authority to issue a commission to any state arson investigator who is P.O.S.T. certified, and provide the governing authority of a political subdivision the authority to issue a commission to any local arson investigator allowing him to carry and use firearms and arrest individuals suspected of violating the crimes enumerated in this Section.

The work of the Arson Enforcement Section of the Office of the State Fire Marshal affects all citizens of the State of Louisiana, as their investigative mission directly impacts the safety of the living and working environments as well as having a direct impact on economic development in terms of personal and commercial property values, insurance rates, and personal and commercial financial security.

III.1.1 STRATEGY: Provide and encourage the education of local fire department personnel in the determination of the cause and origin of fires.

III.1.2 STRATEGY: Establish and maintain a data repository, thereby allowing statistical analysis of all arson cases investigated by the Arson Section to enhance individual and unit efficiency and performance through the identification of trends and proper allocation of resources.

III.1.3 STRATEGY: To increase staffing levels to ensure more productive, efficient and effective service to Louisiana's citizens, Fire Service and Law Enforcement, thereby ensuring proper caseload allocation as well as timely and effective response to, and investigative follow-up of statewide arson investigations.

III.1.4 STRATEGY: To operate, maintain and upgrade equipment to current technology standards to provide a safe, effective, and efficient investigative operation.

PERFORMANCE INDICATORS:

Input:	Number of investigations conducted
Output:	Number of investigations determined to be incendiary
Output:	Number of incendiary investigations cleared by arrest/ exceptional clearance
Outcome:	Percentage of incendiary investigations cleared by arrest/ exceptional clearance (Arson Clearance Rate)

GOAL III: To increase efficiency and quality of inspections, plan review and investigations.

OBJECTIVE: III.2 By the year 2010, the **Plan Review Section** will reduce the time required to complete a final review of construction documents by 5%.

PROGRAM ACTIVITY: Plan Review: Louisiana Revised Statute 40, Chapter 7, Part 3, 1574 (a) and (b), Louisiana Revised Statute 40:1740; Part IV-B of Chapter 8 of Title 40:1730, 26 (c) requires the plans and specifications for every structure, watercraft or movable constructed or remodeled in the state to be reviewed by the Fire Marshal and to appear to satisfactorily comply with the adopted fire, life safety, energy and handicapped accessibility laws, rules, regulations and codes of the state prior to construction. State citizens benefit from these fire preventive measures. The design / construction industry benefits from timely reviews that do not hamper development.

III.2.1 STRATEGY: Provide increased training opportunities in the codes, rules and regulations enforced by the Office of State Fire Marshal.

III.2.2 STRATEGY: Provide for increased field inspection duties by the Plan Review Staff in concert with the Inspection Section to afford the plan review staff the opportunity to observe the co-dependency of the plan review process and the inspection process.

IIII.2.3 STRATEGY: Complete a final review of construction documents within an average of 3.21 man hours.

III.2.4 STRATEGY: To maintain current staffing levels or increase to co-include with increased demand for inspections.

III.2.5 STRATEGY: To maintain and upgrade equipment to current technology standards.

PERFORMANCE INDICATORS:

Input:	Number of projects reviewed
Output:	Number of projects not in compliance
Output:	Average review time (man hours) per project
Efficiency:	Percentage of projects not in compliance
Efficiency:	Percentage of projects reviewed within 5 work days

PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: I.1 **By the year 2010, the Plan Review Section will develop and implement additional training programs for the design and construction community consisting of a minimum of eight (8) training sessions per year**.

Indicator Name: **Number of training presentations given**

Indicator LaPAS PI Code: **New Indicator**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This indicator has been selected to track the quality of submittals by design professionals.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
This indicator will be used to determine manpower needs and establish Public Educational training sessions.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
This indicator is stated clearly.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. Documentation was reviewed and appears to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   A concise events calendar tracks training hours.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by standard addition.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This is an aggregated number.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: I.1 **By the year 2010, the Plan Review Section will develop and implement additional training programs for the design and construction community consisting of a minimum of eight (8) training sessions per year.**

Indicator Name: **Number of Projects Reviewed**

Indicator LaPAS PI Code: **2106**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Output and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This indicator is selected to track the number of projects reviewed for comparison to number of projects found not in compliance.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
This indicator will be used to track the efficiency of our training efforts. Better public training should result in fewer projects found not in compliance.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
The indicator is a finite number and clearly stated.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. Documentation was reviewed and appears to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   The data base is polled quarterly for reporting purposes.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   The indicator is calculated by standard addition of the number of projects submitted and reviewed.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This is an aggregate figure of projects reviewed statewide and can be categorized by parishes.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: III.2 By the year 2010, the Plan Review Section will develop and implement additional training programs for the design and construction community consisting of a minimum of eight (8) training sessions per year.

Indicator Name: **Percentage of projects not in compliance**

Indicator LaPAS PI Code: **11554**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Efficiency and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
   This indicator has been selected to track the quality of submittals by design professionals.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
   This indicator will be used to determine man power needs and establish public educational training sessions.

4. **Clarity:** Does the indicator name clearly identify what is being measure? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
   This indicator is stated clearly.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
   Yes. This office's September 12, 2002 response to audit follows:
   Concerning Performance Indicator: <u>Number of Projects Not in Compliance</u>, this office implemented a mandatory review function for this Performance Indicator as well as all other Performance Indicators to verify the accuracy of the information to be entered into the LAPAS system.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   Collection and data entry is done on a continuous basis. Reports are current when made and can be created for any time frame requested.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by standard division of the number of projects found not in compliance by the number of projects reviewed.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This is an overall statewide percentage that can be broken down into parishes.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: I.2 **Through the year 2010, the Plan Review Section will provide plan review of the State Uniform Construction Code, for political subdivisions requesting assistance. As this program expands it will substantially impact the SFM plan review department. Constant monitoring of submitted reviews and man hours required to perform these reviews will be important when forecasting man power needs.**

Legislatively mandated by RS 40;1728 (c)

Indicator Name: **Number of political subdivisions receiving State Uniform Construction Code review services.**

Indicator LaPAS PI Code: **New**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Outcome and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator was selected to track the SFM response to the demand for services.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator was used to track manpower needs.**

4. **Clarity:** Does the indicator name clearly identify what is being measure? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator is a finite number and is clearly stated.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **No. A log is maintained by this office.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **A continuous log is maintained by this office.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **The indicator is simply a count of political subdivisions receiving plan review services.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This count could be broken down by parishes or municipalities.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: I.2 **Through the year 2010, the Plan Review Section will provide plan review of the State Uniform Construction Code for political subdivisions requesting assistance. As this program expands, it will substantially impact the SFM plan review department. Constant monitoring of submitted reviews and man-hours required to perform these reviews will be important when forecasting manpower needs.**

Legislatively mandated by RS 40;1728 (c)

Indicator Name: **Percentage of political subdivisions given a building code review.**

Indicator LaPAS PI Code: **New**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type indicator is Efficiency and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
To evaluate the State Uniform Construction Code review program effectiveness.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
This indicator will be used to track manpower needs and plan review efficiency.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
The indicator is a finite number and clearly stated.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **No. A log is maintained by this office.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **A continuous log of the number of requests and the number receiving reviews is maintained by this office.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
The indicator is calculated by a standard division of the number of political subdivisions given reviews by the number requesting reviews.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
This count could be broken down by parishes or municipalities.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: I.3 **Through the year 2010, the Plan Review Section will provide plan review of the State Uniform Construction Code, for political subdivisions requesting assistance.**

As this program expands it will substantially impact the SFM plan review department. Constant monitoring of submitted reviews and man-hours required to perform these reviews will be important when forecasting manpower needs.

Legislatively mandated by RS 40;1728 (c)

Indicator Name: **Number of man hours per review.**

Indicator LaPAS PI Code: **New**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Quality and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator was selected to track the total number of man hours expended for reviews to track manpower needs..**
3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator was used to track manpower needs.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator is clearly stated.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **No. A log is maintained by this office.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **A continuous log is maintained by this office.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **The indicator is calculated by a standard division of the number of man hours worked by the number of projects.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This is an aggregate figure and could be broken down into state regions and types.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.1 **By the year 2007, the Inspection Section will maintain completion of 95% of new construction final inspections within two weeks of the date of the inspection request.**

Legislative authority is found in La.R.S. 40:1563, 40:1574.1, 40:1575 and the Louisiana Administrative Code, Title 55:V:307.C. Persons who benefit from this objective are the owners and users of buildings inspected, as well as the contractors and design professionals associated with the construction of the building.

Indicator Name: **Number of final inspections requested**

Indicator LaPAS PI Code: **6689**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents the number of final inspection requests from the public to conduct final inspections. It is derived from the number of projects submitted to this office for review and that were requested to be inspected.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to evaluate and determine manpower needs and work distribution to conduct final inspections**.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator name clearly identifies what is being measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **Yes. Documentation was found to be acceptable.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent? **Request for final inspection is entered into a computer data base (smart system) by the district clerk by the date the caller requests the final inspection to be conducted. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by a standard addition of the number of requests received from the public for a particular time frame.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is a statewide (aggregate) figure and is tracked by district.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: **A**

OBJECTIVE: II.1 **By the year 2007, the Inspection Section will maintain completion of 95% of new construction final inspections within two weeks of the date of the inspection request.**

Legislative authority is found in La.R.S. 40:1563, 40:1574.1, 40:1575 and the Louisiana Administrative Code, Title 55:V:307.C. Persons who benefit from this objective are the owners and users of buildings inspected, as well as the contractors and design professionals associated with the construction of the building.

Indicator Name: **Number of final inspections completed within two weeks of date requested**

Indicator LaPAS PI Code: **6690**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Efficiency and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents the actual number of final inspections completed within two weeks of the requested date.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to evaluate work load assignments for each district.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator name clearly identifies what is being measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **Yes. Documentation was found to be acceptable.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **Field inspectors enter the inspection report by lap top computers into a computer data base (smart system) on the actual date that the inspection is being conducted. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is first calculated by standard subtraction: the difference between the requested date of final inspections and the date the actual final inspection is conducted. The indicator is then calculated by the addition of the number of inspections completed within two weeks of the date requested.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is a statewide figure and is tracked by district.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users or evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.1 **By the year 2007, the Inspection Section will maintain completion of 95% of new construction final inspections within two weeks of the date of the inspection request.**

Legislative authority is found in La.R.S. 40:1563, 40:1574.1, 40:1575 and the Louisiana Administrative Code, Title 55:V:307.C. Persons who benefit from this objective are the owners and users of buildings inspected, as well as the contractors and design professionals associated with the construction of the building.

Indicator Name: **Percentage of final inspections completed within two weeks of the date requested**

Indicator LaPAS PI Code: **6688**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Outcome and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents how fast this office responds to the general public so that owners may open their businesses in a timely manner, keeping costs down for the owners and keeping the economy growing.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to evaluate the effectiveness of this office's service to the general public.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator name clearly identifies what is being measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **Yes. Documentation was found to be acceptable.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **Data is entered into a database (Smart system) by district clerks and field inspectors by lap top computers and updated on a continuous basis as information changes. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by standard division: the number of final inspections completed within two weeks of the requested date divided by the total number of final inspections conducted.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is a statewide (aggregate) figure and is tracked by districts.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.2 **By the year 2007, the Inspection Section will maintain 95% of the total number of annual inspections required.**

Legislative authority is found in La.R.S. 40:1563 and the Louisiana Administrative Code, Title 55:V:1701.A. Persons who benefit from this objective are the owners and users of existing buildings inspected on an annual basis to confirm life safety code compliance.

Indicator Name: **Number of required annual inspections**

Indicator LaPAS PI Code: **2031**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents the number of required annual inspections and indicates a service to the citizens of Louisiana by confirming that life safety features are being maintained in occupied buildings on an annual basis.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to evaluate work load assignments for each inspector and district.**

4. **Clarity:** Does the indicator name clearly identify what is being measure? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator name clearly identifies what is being measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **Yes. Documentation was found to be acceptable.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **Data is maintained on a computer database (mapper system) and report is continually updated.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by standard addition of the total number of facilities that are state-owned, state-leased, state-licensed, schools, colleges, universities and family day care homes.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is a statewide (aggregate) figure and is tracked by districts.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: **A**

OBJECTIVE: II.2 **By the year 2007, the Inspection Section will maintain 95% of the total number of annual inspections required.**

Legislative authority is found in La.R.S. 40:1563 and the Louisiana Administrative Code, Title 55:V:1701.A. Persons who benefit from this objective are the owners and users of existing buildings inspected on an annual basis to confirm life safety code compliance.

Indicator Name: **Number of inspections conducted**

Indicator LaPAS PI Code: **2032**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Output and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents the actual number of annual inspections conducted by district inspection staff. It was selected to confirm life safety features are maintained in certain occupied buildings on an annual basis.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to determine manpower needs and work distribution.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator name clearly identifies what is being measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **Yes. The Audit revealed that health care inspections performed were included in two performance indicators during Fiscal Year 2001, resulting in an "overstated amount" of the number of inspections. Health Care inspections are now reported as a separate Performance Indicator and are not included in the total number of inspections performed.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **Daily Activity Reports are entered into a database (mapper system) which is updated on a continuous basis as inspections are completed. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by a standard addition of the number of annual inspections conducted.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is for a statewide (aggregate) figure; however, it can be broken down by district.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.2 **By the year 2007, the Inspection Section will maintain 95% of the total number of annual inspections required.**

Legislative authority is found in La.R.S. 40:1563 and the Louisiana Administrative Code, Title 55:V:1701.A. Persons who benefit from this objective are the owners and users of existing buildings inspected on an annual basis to confirm life safety code compliance.

Indicator Name: **Percentage of required annual inspections conducted**

Indicator LaPAS PI Code: **2030**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Outcome and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **To ensure, on an annual basis, that owners are maintaining life safety features in their facilities for the safety of the general public. This indicator represents the percentage of required inspections conducted.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to evaluate manpower needs and work distribution.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator name clearly identifies what is being measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **Yes. The Audit revealed that health care inspections performed were included in two performance indicators during Fiscal Year 2001, resulting in an "overstated amount" of the number of inspections. Health Care inspections are now reported as a separate Performance Indicator and are not included in the total number of inspections performed.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **Daily activity reports are entered into a database (mapper system) which is updated on a continual basis as inspections are completed. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by a standard division of the number of annual inspections conducted by the number of required annual inspections.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is a statewide (aggregate) figure; however, it can be broken down by district.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

Objective: II.3 **By the year 2010, the Health Care Section will maintain conducting 90% of fire safety inspections of health care facilities requiring license and/or certification within the time lines required by state, federal or contract agreement with Department of Health and Hospitals. Louisiana Revised Statutes 40:1563 (B) requires the State Fire Marshal to conduct final construction/renovation/addition inspections of all completed construction projects of health care facilities.**

Louisiana Revised Statutes 40:1563 (C) requires fire safety inspections of all health care facilities requiring state license. Through contract agreement with the Department of Health and Hospitals per provisions of Section 1864 (a) of the Social Services Act, is required to survey and certify compliance with the Code of Federal Regulations – Title 42 for continued participation in the Medicare/Medicaid Program in health care facilities statewide. Enforcement of these requirements affects all citizens requiring health care treatment in Louisiana.

Indicator Name: **Number of required health care inspections**

Indicator Lapis PI Code: **2083**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **The State Fire Marshal's office is required to inspect all health care facilities by statute and through contract agreement with Department of Health and Hospitals.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **The indicator will be used for internal management purposes to determine manpower needs and work distribution.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator name clearly identifies what is being measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. Documentation was found to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **Data is entered weekly and reported monthly. The monthly data is reported semi-annually as performance indicators**.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by standard addition of the number of required health care inspections conducted. It is tracked on a continuous basis. Reports are current when made and can be created for any time frame requested.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This number is a statewide number which can be broken down by Region, Parish or Inspector.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.3 **By the year 2010, the Health Care Section will maintain conducting 90% of fire safety inspections of health care facilities requiring license and/or certification within the time lines required by state, federal or contract agreement with Department of Health and Hospitals. Louisiana Revised Statutes 40:1563 (B) requires the State Fire Marshal to conduct final construction/renovation/addition inspections of all completed construction projects of health care facilities.**

Louisiana Revised Statutes 40:1563 (C) requires fire safety inspections of all health care facilities requiring state license. Through contract agreement with the Department of Health and Hospitals per provisions of Section 1864 (a) of the Social Services Act, is required to survey and certify compliance with the Code of Federal Regulations – Title 42 for continued participation in the Medicare/Medicaid Program in health care facilities statewide. Enforcement of these requirements affect all citizens requiring health care treatment in Louisiana.

Indicator Name: **Number of required health care inspections conducted**

Indicator LaPAS PI Code: **2084**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Output and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **The State Fire Marshal's office is required to inspect all health care facilities by statute and through contract agreement with Department of Health and Hospitals.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **The indicator will be used for internal management to determine manpower needs and work distribution.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator name clearly identifies what is being measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. Documentation was found to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **Data is entered weekly and reported monthly. The monthly data is reported semi-annually to indicate performance indicators**.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by standard addition of the number of required health care inspections. It is tracked on a continuous basis. Reports are current and can be created for any time frame requested.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This number is a statewide number which can be broken down by region, parish or inspector.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.3 **By the year 2010, the Health Care Section will maintain conducting 90% of fire safety inspections of health care facilities requiring license and/or certification within the time lines required by state, federal or contract agreement with Department of Health and Hospitals. Louisiana Revised Statutes 40:1563 (B) requires the State Fire Marshal to conduct final construction/renovation/addition inspections of all completed construction projects of health care facilities.**

Louisiana Revised Statutes 40:1563 (C) requires fire safety inspections of all health care facilities requiring state license. Through contract agreement with the Department of Health and Hospitals per provisions of Section 1864 (a) of the Social Services Act, is required to survey and certify compliance with the Code of Federal Regulations – Title 42 for continued participation in the Medicare/Medicaid Program in health care facilities statewide. Enforcement of these requirements affect all citizens requiring health care treatment in Louisiana.

Indicator Name: **Percentage of required health care inspections conducted**

Indicator LaPAS PI Code: **2082**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Outcome and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **The State Fire Marshal's office is required to inspect all health care facilities by statute and through contract agreement with Department of Health and Hospitals.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **The indicator will be used for internal management to determine manpower needs and work distribution.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator name clearly identifies what is being measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. Documentation was found to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **Data is entered weekly and reported monthly. The monthly data is reported semi-annually to indicate performance.**.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by standard division of the number of required health care inspections conducted by the number of required health care inspections. It is tracked on a continuously. Reports are current when made and can be created for any time frame requested.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This is a statewide number which can be broken down by region, parish or inspector.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **No.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.4 **By the year 2010, the Fire Information Section will maintain a state of the art computer system for fire reporting and fire information statistics by the processing of 100% of the fire reports received.**

This indicator affects many entities. The U.S. Fire Administration and the State Fire Marshal's Office use these statistics to observe trends in fire data. The citizens of Louisiana are affected by its effects on insurance rates.

Legislative authority is given by R.S. 40:1566.

Indicator Name: **Number of fire incident reports received**

Indicator LaPAS PI Code:**14325**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the General level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)

   The indicator was selected because it is the number that sets a baseline which is used to gain a percentage of reports that are processed by the FEMA deadline. It is a valid measurement of performance. It helps to explain the performance story by demonstrating how many incidents were received.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **The indicator will be used for internal management to measure the amount of information that is received from the fire service.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
   The indicator does clearly identify what is being measured. F.E.M.A. stands for Federal Emergency Management Agency.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
   The indicator has not been audited. The incidents are uploaded on a daily basis and individuals are trained to insure accuracy.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   The fire service submits fire reports and is the source. Information is gathered daily. The information is generally days to a month old when it is received. It is recorded on a calendar year basis. The frequency is fairly consistent, in that amounts and quantity differ depending on amount of information received daily.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   The indicator is a total number of incidents received.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   The indicator can be broken down from the state level to parish level, and even down to single fire departments.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   The indicator has no weakness.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.4 **By the year 2010, the Fire Information Section will maintain a state of the art computer system for fire reporting and fire information statistics by processing 100% of the fire reports received.**

This indicator affects many entities. The U.S. Fire Administration and the State Fire Marshal's Office use these statistics to see trends in fire data. The citizens of Louisiana are affected by its effects on insurance rates.

Legislative authority is given by R.S. 40:1566.

Indicator Name: **Number of fire incident reports processed by F.E.M.A. deadline**

Indicator LaPAS PI Code:**14326**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?)
   The type of this indicator is Output and will be reported as a General indicator.

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
   The indicator was selected because it shows a total number of fire reports that have been input by the F.E.M.A. deadline. It is a valid measurement of performance. It tells the performance story by showing how many incidents were processed by the F.E.M.A. deadline. (F.E.M.A. stands for Federal Emergency Management Agency.)

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
   The indicator will be used for internal management as an indicator of how many incidents are input by the deadline.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
   The indicator does clearly identify that the fire reports processed are what are being measured. F.E.M.A. stands for Federal Emergency Management Association.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
   The indicator has not been audited. The indicator is valid as a count of uploaded incidents

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   The source is the number of incidents processed. They are received and uploaded on a daily basis. Frequency processed varies as they are received sporadically.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   The indicator is the total number of incidents processed.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   The indicator can be broken down from a state level to parish level and even to single fire departments.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   The indicator has no weakness.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.4 **By the year 2010, the Fire Information Section will maintain a state of the art computer system for fire reporting and fire information statistics by the processing of 100% of the fire reports received.**

This indicator affects many entities. The U.S. Fire Administration and the State Fire Marshal's Office use these statistics to see trends in fire data. The citizens of Louisiana are affected by its effects on insurance rates.

Legislative authority is given by R.S. 40:1566.

Indicator Name: **Percentage of fire incident reports processed by F.E.M.A. deadline**

Indicator LaPAS PI Code:**14327**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?)
   The type of this indicator is Outcome and will be reported as a General indicator.

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
   The indicator is a valid measurement of performance. It tells the performance story by showing what percentage of fire incidents were processed by the F.E.M.A. deadline.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
   The indicator will be used for internal management to confirm the percentage of incidents that are input by the deadline.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
The indicator does clearly identify what is being measured.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
The indicator has not been audited. The indicator is valid as is a percent of processed incidents.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
The source is the number of incidents processed. They are received and uploaded on a daily basis. Frequency processed varies because they are received sporadically.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
The indicator is a percentage of all incidents received.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
The indicator can be broken down from a state level to parish level, and even to single fire departments.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
The indicator has no weakness.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.5 **By the year 2010, the Licensing Section will provide a comprehensive licensing and enforcement program to maintain a minimum of 1.28 applications per hour worked and to clear 80% of all complaints investigated against contractors within regulated industries.**

This objective will benefit the citizens of Louisiana (building owners and users) by ensuring that contractors properly install and service fire protection and life safety equipment and systems. Additionally, regulated industries will benefit because they are serviced timely.

Legislative authority is found in R.S. 40:1625 et seq., 40:1651 et seq., and 40:1662 et seq.

Indicator Name: **Number of hours worked**

Indicator LaPAS PI Code: **New**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents the actual number of hours staff members were available to process licenses.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to evaluate staff work performance and to determine manpower needs. It will be used for internal management only.**

4. **Clarity:** Does the indicator name clearly identify what is being measure? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **This indicator clearly identifies the data to be measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **This indicator has not been audited by the Office of the Legislative Auditor. It is reliable due to internal tracking of actual hours worked by staff.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **This data is collected and entered into the agency's computer system and is updated on a continuous basis as an application is processed. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by a standard addition of the number of hours worked by licensing staff. The indicator's use is limited to the Licensing section.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is the sum of all hours worked by licensing staff. Hours are tracked by attendance and leave forms completed by each employee.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **There are no known weaknesses or limitations for this indicator. It is not a proxy or surrogate and has no known bias.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.5 By the year 2010, the Licensing Section will provide a comprehensive licensing and enforcement program to maintain a minimum of 1.28 applications per hour worked and to clear 80% of all complaints investigated against contractors within regulated industries.

This objective will benefit the citizens of Louisiana (building owners and users) by ensuring that contractors properly install and service fire protection and life safety equipment and systems. Additionally, regulated industries will benefit by timely service.

Legislative authority is found in R.S. 40:1625 et seq., 40:1651 et seq., and 40:1662 et seq.

Indicator Name: **Number of complaints received (during FY)**

Indicator LaPAS PI Code: **6704**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator was selected to track compliance with the licensing laws. It will be used as a factor in measuring performance and represents the volume of work coming into the office.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to determine work distribution and manpower needs.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator name clearly identifies what is being measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **This indicator has not been audited by the Office of the Legislative Auditor. It is reliable due to internal tracking of complaints received.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **This data is collected and entered into an Excel database maintained by the section and is updated on a continuous basis as information changes.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by a standard addition of the number of complaints received. The indicator's use is limited to the Licensing section.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is an aggregate figure. It is a sum of all complaints received throughout the state. Specific locations of where the alleged violations occurred are tracked.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **There are no known weaknesses or limitations for this indicator. It is not a proxy or surrogate and has no known bias.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: **II.5 By the year 2010, the Licensing Section will provide a comprehensive licensing and enforcement program to maintain a minimum of 1.28 applications per hour worked and to clear 80% of all complaints investigated against contractors within regulated industries.**

This objective will benefit the citizens of Louisiana (building owners and users) by ensuring that contractors properly install and service fire protection and life safety equipment and systems. Additionally, regulated industries will benefit because they are serviced timely.

Legislative authority is found in R.S. 40:1625 et seq., 40:1651 et seq., and 40:1662 et seq.

Indicator Name: **Number of applications processed.**

Indicator LaPAS PI Code: **New**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Output and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents the volume of work performed by application process staff.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator was will be used to evaluate staff work performance and to determine manpower needs. It will be used for internal management purposes only.**

4. **Clarity:** Does the indicator name clearly identify what is being measure? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **This indicator clearly identifies the data to be measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **This indicator has not been audited by the Office of the Legislative Auditor. It is reliable because applications processed are tracked internally.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **This data is collected and entered into the agency's computer system and is updated on a continuous basis as an application is processed. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by standard addition of the number of applications processed. The indicator's use is limited to the Licensing section.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is the sum of all applications processed. It is an aggregate figure. Applications are tracked by type but not location.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **There are no known weaknesses or limitations for this indicator. It is not a proxy or surrogate and has no known bias.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.5 By the year 2010, the Licensing Section will provide a comprehensive licensing and enforcement program to maintain a minimum of 1.28 applications per hour worked and to clear 80% of all complaints investigated against contractors within regulated industries.

This objective will benefit the citizens of Louisiana (building owners and users) by ensuring that contractors properly install and service fire protection and life safety equipment and systems. Additionally, regulated industries will benefit because they are serviced timely.

Legislative authority is found in R.S. 40:1625 et seq., 40:1651 et seq., and 40:1662 et seq.

Indicator Name: **Number of investigations conducted (during FY)**

Indicator LaPAS PI Code: **6705**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Output and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents the volume of work performed by enforcement staff.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to evaluate staff work performance and to determine manpower needs. It will be used for internal management purposes only.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initials, or unclear terms? If so, clarify or define them. **This indicator clearly identifies the data to be measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **This indicator has not been audited by the Office of the Legislative Auditor. It is reliable due to internal tracking of all investigations conducted.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **This data is collected and entered into an Excel database that is maintained by the section and is updated on a continuous basis as information changes. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by a standard addition of the number of investigations conducted. The indicator's use is limited to the Licensing section.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is the sum of all investigations conducted throughout the state. It is an aggregate figure. Specific locations of where the violation occurred are tracked.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **There are no known weaknesses or limitations for this indicator. It is not a proxy or surrogate and has no known bias.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.5 **By the year 2010, the Licensing Section will provide a comprehensive licensing and enforcement program to maintain a minimum of 1.28 applications per hour worked and to clear 80% of all complaints investigated against contractors within regulated industries.**

This objective will benefit the citizens of Louisiana (building owners and users) by ensuring that contractors properly install and service fire protection and life safety equipment and systems. Additionally, regulated industries will benefit because they are serviced timely.

Legislative authority is found in R.S. 40:1625 et seq., 40:1651 et seq., and 40:1662 et seq.

Indicator Name: **Number of investigations cleared (during FY)**

Indicator LaPAS PI Code: **10563**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Efficiency and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents the actual number of cases completed by enforcement staff.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to evaluate the effectiveness of the services provided by the enforcement program and to determine manpower needs. It will be used for internal management purposes only**.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **This indicator clearly identifies the data to be measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **This indicator has not been audited by the Office of the Legislative Auditor. It is reliable due to internal tracking of all investigations cleared.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **This data is collected and entered into an Excel database maintained by the section and is updated on a continuous basis as information changes. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by a standard addition of the number of investigations cleared. The indicator's use is limited to the Licensing section.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is the sum of all investigations cleared throughout the state. Specific locations of where the violation occurred are tracked. The indicator is an aggregate figure.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **There are no known weaknesses or limitations for this indicator. It is not a proxy or surrogate and has no known bias.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.5 **By the year 2010, the Licensing Section will provide a comprehensive licensing and enforcement program to maintain a minimum of 1.28 applications per hour worked and to clear 80% of all complaints investigated against contractors within regulated industries.**

This objective will benefit the citizens of Louisiana (building owners and users) by ensuring that contractors properly install and service fire protection and life safety equipment and systems. Additionally, regulated industries will benefit because they are serviced timely.

Legislative authority is found in R.S. 40:1625 et seq., 40:1651 et seq., and 40:1662 et seq.

Indicator Name: **Percentage of investigations cleared (during FY)**

Indicator LaPAS PI Code: **10564**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Outcome and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents the overall effectiveness of the enforcement staff to complete work begun.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator will be used to evaluate the effectiveness of the services provided by the enforcement program and to determine manpower needs. It will be used for internal management purposes only**.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **This indicator clearly identifies the data to be measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **This indicator has not been audited by the Office of the Legislative Auditor. It is reliable because it internally tracks all investigations conducted and cleared.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **This data is collected and entered into an Excel database maintained by the section and is updated on a continuous basis as information changes. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by a standard division of the number of investigations cleared by the number of investigations conducted. The indicator's use is limited to the Licensing section.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is the percentage of all investigations cleared compared to those conducted throughout the state. It is an aggregate figure. Specific locations of where the violation occurred are tracked.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **There are no known weaknesses or limitations for this indicator. It is not a proxy or surrogate and has no known bias.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.5 By the year 2010, the Licensing Section will provide a comprehensive licensing and enforcement program to maintain a minimum of 1.28 applications per hour worked and to clear 80% of all complaints investigated against contractors within regulated industries.

This objective will benefit the citizens of Louisiana (building owners and users) by ensuring that contractors properly install and service fire protection and life safety equipment and systems. Additionally, regulated industries will benefit because they are serviced in a timely manner.

Legislative authority is found in R.S. 40:1625 et seq., 40:1651 et seq., and 40:1662 et seq.

Indicator Name: **Number of applications processed per hour**

Indicator LaPAS PI Code: **New**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Efficiency and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This indicator represents the efficiency of staff members to process applications.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **This indicator was will be used to evaluate staff work performance and to determine manpower needs. It will be used for internal management purposes only.**

4. **Clarity:** Does the indicator name clearly identify what is being measure? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. This indicator is calculated by a standard addition of the number of investigations conducted. **This indicator clearly identifies the data to be measured.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **This indicator has not been audited by the Office of the Legislative Auditor. It is reliable because it internally tracks all applications processed and actual hours worked by staff.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?) **This data is collected and entered into the agency's computer system and is updated on a continuous basis as an application is processed. Reports are current when made and can be created for any time frame requested.**

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **This indicator is calculated by standard division of the number of applications processed by the number of hours worked. The indicator's use is limited to the Licensing section.**

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **This indicator is the sum of all applications processed divided by the number of hours worked.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **There are no known weaknesses or limitations for this indicator. It is not a proxy or surrogate and has no known bias.**

10. Responsible Person: Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: **A**

Objective: **II.6** **By 2010, the Mechanical Safety Section will inspect 100% of the amusement rides and attractions at least once during each known event held in Louisiana.**

Legislative Authority is R.S. 40:1484 et seq. The citizens of and the visitors to Louisiana, who frequent the various fairs, festivals and amusement parks throughout the state, will benefit from the accomplishment of this objective.

Indicator Name: **Number of known amusement events held in Louisiana**

Indicator LaPAS PI Code: **2048**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **This number is the number of known locations (events) reported to the state; therefore they must all be inspected per statute. This is a very valid measurement of performance for this objective. This indicator will provide the number of inspections required.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
As this indicator changes (i.e., as the number of events increase) management could use it to make workload adjustments. It will be used both for internal management decisions and for possible performance based budgeting.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initials, or unclear terms? If so, clarify or define them.
The indicator name clearly identifies what is being measured. It contains no jargon, acronyms or initials, or unclear terms.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
   Yes. No discrepancies were found, and the documentation was found to be appropriate.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Are frequency and timing of collection and reporting consistent?)
   The information is reported by fairs, festivals and amusement companies, and recorded in a database that is retained for comparison from year to year. The information is gathered annually, on a calendar year and reported on a fiscal year. The collection is on-going throughout the year. The frequency and timing of collection is and has been consistent.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   The indicator is calculated by standard addition of all the reported events.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population**?) The indicator is a statewide (aggregate) figure, but could be broken down if requested.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?)? Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: **A**

OBJECTIVE: II.6 **By 2010, the Mechanical Safety Section will inspect 100% of the amusement rides and attractions at least once during each known event held in Louisiana.**

Legislative authority is R.S. 40:1484 et seq. The citizens of and the visitors to Louisiana, who frequent the various fairs, festivals and amusement parks throughout the state, will benefit from the accomplishment of this objective.

Indicator Name: **Percentage of events inspected**

Indicator LaPAS PI Code: **2046**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Outcome and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
The indicator shows effectiveness in complying with the statute.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
Should the percentage drop below 100%, management would use the indicator to justify a possible increase in manpower.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
The indicator name clearly identifies what is being measured. It contains no jargon, acronyms or initials, or unclear terms.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. No discrepancies found; documentation was found to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   Values for this indicator are obtained from an internal database. The information is collected on an on-going basis. All information is current and up-to-date.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by standard division of the total number of events reported by the total number of events inspected. The result is the percent of events inspected.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This indicator is an aggregate figure, and can be broken down if requested.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain. **None.**

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: **A**

OBJECTIVE: II.7 **By 2010, the Mechanical Safety Section will inspect 100% of the known state assigned boilers.**

Legislative authority is R.S. 23:531-545. The accomplishment of this objective will help provide a safer environment for anyone that comes in contact with locations having process boilers, heating boilers, hot water supply boilers and any storage water heaters. These individuals would be anyone who goes to schools, churches, work, restaurants, hospitals, movie theaters; state, parish or city offices, etc.

Indicator Name: **Number of state assigned inspections required**

Indicator LaPAS PI Code: **2042**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
These are inspections (locations) that are not insured locations and are required to be inspected by this office per the statute.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
As the indicator value increases or decreases, management would use it to adjust workforce.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initials, or unclear terms? If so, clarify or define them.
None.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes, no discrepancies were found and documentation was found to be appropriate.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
Data is tracked in an internal database that is updated on a continuous basis. Reports are current at the time they are prepared.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
This indicator is calculated by standard addition of the number of state assigned inspections required.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
This indicator is an aggregate figure and can be broken down as requested.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.7 By 2010, the Mechanical Safety Section will inspect 100% of the known state assigned boilers.

Legislative Authority is R.S. 23:531-545. The accomplishment of this objective will help provide a safer environment for anyone that comes in contact with locations having process boilers, heating boilers, hot water supply boilers and any storage water heaters. These individuals would be anyone who goes to schools, churches, work, restaurants, hospitals, movie theaters; state, parish or city offices, etc.

Indicator Name: **Number of state assigned inspections performed**

Indicator LaPAS PI Code: **2041**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Output and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This is the number of inspections actually performed by the state Inspectors.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
As value of the indicator increases or decreases, management would use to adjust workload.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
The indicator name clearly identifies what is being measured. The indicator name contains no jargon, acronyms or initials, or unclear terms.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
   Yes. No discrepancies were found and documentation was found to be appropriate.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   The source of data is an internal database that is updated on a continuous basis.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by standard addition of the number of state-assigned inspections performed.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This indicator is an aggregate figure and can be broken down as requested.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. Responsible Person: Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.7 By 2010, the Mechanical Safety Section will inspect 100% of the known state assigned boilers.

Legislative Authority is R.S. 23:531-545. The accomplishment of this objective will help provide a safer environment for anyone that comes in contact with locations having process boilers, heating boilers, hot water supply boilers and any storage water heaters. These individuals would be anyone who goes to schools, churches, work, restaurants, hospitals, movie theaters; state, parish or city offices, etc.

Indicator Name: **Percentage of boilers found not in compliance**

Indicator LaPAS PI Code: **2044**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type indicator is Outcome and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This indicator shows the boilers that have violations and allows for a good indication as to the need for the statute

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
The indicator is used to determine the effectiveness of the inspection program.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initials, or unclear terms? If so, clarify or define them.
The indicator name clearly identifies what is being measured. The indicator name contain jargon, acronyms or initial, or unclear terms.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. No discrepancies were found and documentation was found to be appropriate.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?
The source of data is an internal database that is updated on a continuous basis.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
Standard calculation, using the number of boilers found not in compliance, divided by the total number of boilers assigned to state inspectors, equals the percentage of boilers found to be not in compliance

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
The indicator is an aggregate figure and can be broken down as requested.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: **A**

OBJECTIVE: II.7 **By 2010, the Mechanical Safety Section will inspect 100% of the known state assigned boilers.**

Legislative authority is R.S. 23:531-545. The accomplishment of this objective will help provide a safer environment for anyone that comes in contact with locations having process boilers, heating boilers, hot water supply boilers and any storage water heaters. These individuals would be anyone who goes to schools, churches, work, restaurants, hospitals, movie theaters; state, parish or city offices, etc.

Indicator Name: **Percentage of boilers overdue for inspection**

Indicator LaPAS PI Code: **2043**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Outcome and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This indicator shows the progress in inspecting all boilers as required by the statute.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
As the number increases or decrease, management would use the indicator to adjust workload.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initials, or unclear terms? If so, clarify or define them.
The indicator name clearly identifies what is being measured.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
   Yes. No discrepancies were found and documentation was found to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   The source of data is an internal database that is updated on a continuous basis.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   The indicator is calculated by standard division of the number of boilers due for inspection by the total number of boilers. The result is the number of boilers overdue for inspection.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   The indicator is an aggregate figure and can be broken down as requested.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: **A**

OBJECTIVE: II.8 **By 2010, the Mechanical Safety Section will continue to ensure all public firework displays are inspected and performed by licensed operators.**

Legislative Authority is R.S. 51:650 et seq. Anyone attending any public fireworks display would benefit from the accomplishment of this objective, by being sure that the display has been properly permitted and is be performed by a qualified person.

Indicator Name: **Number of known public firework displays to be inspected**

Indicator LaPAS PI Code: **New**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This is the number of displays that would be permitted and that would require inspection.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
As the indicator value increases or decreases, management would use it to adjust workload.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
The indicator name clearly identifies what is being measured.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
No. This is a new objective and indicator.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   The information is reported by fairs, festivals, parish/city authorities and fireworks companies. This information is very reliable and is verified by local fire departments.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by standard addition of the number of known public firework displays to be inspected.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This indicator is an aggregate figure and can be broken down as requested.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: II.8 By 2010, the Mechanical Safety Section will continue to ensure all public firework displays are inspected and performed by licensed operators.

Legislative authority is R.S. 51:650 et seq. Anyone attending any public fireworks display would benefit from the accomplishment of this objective, by being sure that the display has been properly permitted and is be performed by a qualified person.

Indicator Name**:** **Percentage of public firework displays inspected**

Indicator LaPAS PI Code: **New**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Outcome and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This indicator shows the effectiveness of complying with the statute.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
As percentage drops below 100%, management would use indicator to justify an increase in manpower.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
The indicator's name clearly identifies what is being measured.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
No. This is a new objective and indicator.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   The data is obtained from an internal database. The number is reliable and information is updated continuously.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by standard division of the total number of displays inspected by the total number of displays reported. The result is the percentage of displays inspected.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This indicator is an aggregate figure and can be broken down as requested.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: III.1 The Arson Enforcement Section to exceed the National Arson Clearance rate of 16% by the year 2010.

The Arson Enforcement Section of the Office of the State Fire Marshal operates under R.S.40: 1563.1. The work of the Arson Enforcement Section of the Office of the State Fire Marshal affects all citizens of the State of Louisiana, as their investigative mission directly impacts the safety of the living and working environments as well as having a direct impact on economic development in terms of personal and commercial property values, insurance rates, and personal and commercial financial security.

Indicator Name: **Number of investigations conducted**

Indicator LaPAS PI Code: **2096**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale**: What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **Indicator measures total calls-for-service and can be broken down by parish**.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **Indicator measures total calls-for-service, and is thereby used to allocate manpower and assist in performance-based budget projections.**

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator is clearly identified.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
   Yes. Indicator and documentation were found to be acceptable.

6. **Data Source, Collection and Reporting**: What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   Data is collected on a daily basis into an internal database. Reporting is done monthly, quarterly and yearly (State FY).

7. **Calculation Methodology**: How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not? **The indicator is calculated by standard addition of the total number of investigations conducted as requested by fire departments (calls-for-service).**

8. **Scope**: Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **The indicator is a statewide figure that can be broken down by parish**

9. **Caveats**: Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   The indicator is based upon actual calls for service, and is thereby dependent upon manpower and unit ability to provide timely service/response and follow-up.

10. **Responsible Person**: Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: III.1 The Arson Enforcement Section to exceed the National Arson Clearance rate of 16% by the year 2010.

The Arson Enforcement Section of the Office of the State Fire Marshal operates under R.S.40: 1563.1. The work of the Arson Enforcement Section of the Office of the State Fire Marshal affects all citizens of the State of Louisiana, as their investigative mission directly impacts the safety of the living and working environments as well as having a direct impact on economic development in terms of personal and commercial property values, insurance rates, and personal and commercial financial security.

Indicator Name: **Number of investigations determined to be incendiary**

Indicator LaPAS PI Code: **11539**

1. **Type and Level**: What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Output and will be reported at the Supporting level.**

2. **Rationale**: What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
Indicator identifies all incendiary (arson related) calls for service and therefore corresponds to the total number of criminal investigations conducted.

3. **Use**: How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
Indicator is used to identify arson trends, manpower allocation, and for budget projections designed to enhance unit performance

4. **Clarity**: Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
The indicator is clearly identified.

5. **Validity, Reliability and Accuracy**: Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
   Yes – Indicator accepted

6. **Data Source, Collection and Reporting**: What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   Data is collected on a daily basis into an internal database. Reporting is done monthly, quarterly and yearly (State FY).

7. **Calculation Methodology**: How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   Standard calculation: Total calls-for-service minus those fires determined to be non-incendiary.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   The indicator is a statewide figure that can be broken down by parish.

9. **Caveats**: Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   Limited only by total number of calls-for-service.

10. **Responsible Person**: Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: **A**

OBJECTIVE: III.1 **The Arson Enforcement Section to exceed the National Arson Clearance rate of 16% by the year 2010.**

The Arson Enforcement Section of the Office of the State Fire Marshal operates under R.S.40: 1563.1. The work of the Arson Enforcement Section of the Office of the State Fire Marshal affects all citizens of the State of Louisiana, as their investigative mission directly impacts the Safety of the living and working environments as well as having a direct impact on economic development in terms of personal and commercial property values, insurance rates, and personal and commercial financial security.

Indicator Name: **Number of incendiary investigations cleared by arrest/exceptional clearance**

Indicator LaPAS PI Code: **11540**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Output and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?) **Indicator measures the total number of incendiary cases that are solved.**

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes? **Indicator is used to track personnel performance, manpower allocation, and for budget projections designed to enhance unit performance**

4. **Clarity:** Does the indicator name clearly identify what is being measure? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them. **The indicator is clearly identified.**

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported? **Yes – Indicator accepted.**

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
Data is collected on a daily basis into an internal database. Reporting is done monthly, quarterly and yearly (State FY).

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
Standard calculation: Total number of incendiary investigations that are cleared by arrest or exceptional clearance.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?) **The indicator is a statewide figure that can be broken down by parish.**

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
The indicator is limited only by total number of fires determined to be incendiary.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: **A**

OBJECTIVE: III.1 The Arson Enforcement Section to exceed the National Arson Clearance rate of 16% by the year 2010.

The Arson Enforcement Section of the Office of the State Fire Marshal operates under R.S.40: 1563.1. The work of the Arson Enforcement Section of the Office of the State Fire Marshal affects all citizens of the State of Louisiana, as their investigative mission directly impacts the safety of the living and working environments as well as having a direct impact on economic development in terms of personal and commercial property values, insurance rates, and personal and commercial financial security.

Indicator Name: **Percentage of incendiary investigations cleared by arrest/exceptional clearance (Arson Clearance Rate)**

Indicator LaPAS PI Code: **11542**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Outcome and will be reported at the Key level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
By exceeding the referenced National Arson Clearance Rate (16%), the indicator points to high production and quality performance.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
The indicator is used to track personnel performance, manpower allocation and for budget projections designed to enhance unit performance.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
   The indicator is clearly identified.

5. **Validity, Reliability and Accuracy**: Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
   Yes – Indicator accepted.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   Data is collected on a daily basis into an internal database. Reporting is done monthly, quarterly and yearly (State FY).

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   Standard calculation: Number of incendiary investigations cleared by arrest/exceptional clearance divided by the total number of incendiary investigations.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   The indicator is a statewide figure that can be broken down by parish.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: III.2 By the year 2010, the Plan Review Section will reduce the time required to complete a final review of construction by 5%.

Indicator Name: **Number of Projects Reviewed**

Indicator LaPAS PI Code: **2106**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Input and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This indicator is selected to track the number of projects reviewed for comparison to man-hours worked.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
This indicator will be used to track manpower needs and plan review efficiency.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
The indicator is a finite number and clearly stated.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. Documentation was reviewed and appears to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   The data base is polled quarterly for reporting purposes.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   The indicator is calculated by standard addition of the number of projects submitted and reviewed.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This is an aggregate figure of projects reviewed statewide and can be categorized by parishes.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: III.2 By the year 2010, the Plan Review Section will reduce the time required to complete a final review of construction by 5%.

Indicator Name: **Number of projects not in compliance**

Indicator LaPAS PI Code: **2104**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Output and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
   This indicator has been selected to track the number of projects not in compliance for comparison to overall projects.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
   This indicator will be used to track manpower needs and public training educational efficiency.

4. **Clarity:** Does the indicator name clearly identify what is being measure? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
   No. The indicator is a finite number and clearly stated.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
   Yes. Documentation was reviewed and appears to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   The data base is polled quarterly for reporting purposes.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by standard addition of numbers of projects issued not in compliance letters statewide and can be categorized by parish.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This is an aggregate figure of projects found not in compliance.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: III.2 By the year 2010, the Plan Review Section will reduce the time required to complete a final review of construction by 5%.

Indicator Name: **Average review time (man hours) per project.**

Indicator LaPAS PI Code: **2108**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Output and will be reported at the Key level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This indicator was selected to track the total number of man-hours expended for comparison to number of projects reviewed.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
This indicator will be used to determine manpower needs.

4. **Clarity:** Does the indicator name clearly identify what is being measure? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
This indicator is clearly stated.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
A continuous computer log is maintained by this office.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   A continuous computer log is maintained by this office.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by a standard division of the number of man hours worked by the total of projects reviewed.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This is an aggregate figure of average review time per project and can be broken down into state regions and types.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: III.2 By the year 2010, the Plan Review Section will reduce the time required to complete a final review of construction by 5%.

Indicator Name: **Percentage of projects not in compliance**

Indicator LaPAS PI Code: **11554**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Efficiency and will be reported at the Supporting level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This indicator has been selected to track the quality of submittals by design professionals.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
This indicator will be used to determine man power needs and establish public educational training sessions.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
This indicator is stated clearly.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. This office's September 12, 2002 response follows:
Concerning Performance Indicator: <u>Number of Projects Not in Compliance</u>, this office implemented a mandatory review function for this Performance Indicator as well as all other Performance Indicators to verify the accuracy of the information to be entered into the LAPAS system.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   Collection and data entry is done on a continuous basis. Reports are current when made and can be created for any time frame requested.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by standard division of the number of projects found not in compliance by the number of projects reviewed.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This is an overall statewide percentage that can be broken down into parishes.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

    Don Zeringue, Chief Architect
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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: III.2 By the year 2010, the Plan Review Section will reduce the time required to complete a final review of construction documents by 5%.

Indicator Name: **Percentage of projects reviewed within 5 work days.**

Indicator LaPAS PI Code: **15556**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Efficiency and will be reported at the Key level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This indicator was selected to track staff production compared to a stated goal.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
This indicator will be used to determine man power needs and relative efficiency.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
This indicator is clearly stated.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. Documentation was reviewed and appears to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   A computer log is continuously maintained by this office documenting the total number projects reviewed and the time taken to review them.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by simple division of projects reviewed in 5 days or less compared to total reviews performed.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This is an aggregate figure of average review times that are accomplished in less than 5 days compared to the total number of projects reviewed.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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PERFORMANCE INDICATOR DOCUMENTATION

Program: A

OBJECTIVE: III.2 By the year 2010, the Plan Review Section will reduce the time required to complete a final review of construction documents by 5%.

Indicator Name: **Percentage of projects reviewed within 5 work days.**

Indicator LaPAS PI Code: **15556**

1. **Type and Level:** What is the type of the indicator (Input? Output? Outcome? Efficiency? Quality? More than one type?) What is the level at which the indicator will be reported? (Key? Supporting? General performance information?) **The type of this indicator is Efficiency and will be reported at the Key level.**

2. **Rationale:** What is the rationale for the indicator? (Why was this indicator selected? Is it a valid measure of performance targeted in this objective? How does it help tell your performance story?)
This indicator was selected to track staff production compared to a stated goal.

3. **Use:** How will the indicator be used in management decision making and other agency processes? Will the indicator be used only for internal management purposes or will it also surface for performance-based budgeting purposes?
This indicator will be used to determine man power needs and relative efficiency.

4. **Clarity:** Does the indicator name clearly identify what is being measured? Does the indicator name contain jargon, acronyms or initializations, or unclear terms? If so, clarify or define them.
This indicator is clearly stated.

5. **Validity, Reliability and Accuracy:** Has the indicator been audited by the Office of the Legislative Auditor? If so, with what result? If not, how can you assure that the indicator is valid, reliable, and accurately reported?
Yes. Documentation was reviewed and appears to be acceptable.

6. **Data Source, Collection and Reporting:** What is the source of data for the indicator? (Examples: internal log or database; external database or publication.) What is the frequency and timing of collection and reporting? (For example: Is the information gathered on a monthly, quarterly, semi-annual or annual, basis? How "old" is it when reported? Is it reported on a state fiscal year, federal fiscal year, calendar year, school year, or other basis? Is frequency and timing of collection and reporting consistent?)
   A computer log is continuously maintained by this office documenting the total number projects reviewed and the time taken to review them.

7. **Calculation Methodology:** How is the indicator calculated? Is this a standard calculation? (For example, highway death rate is the number of highway fatalities per 100,000, 000 miles driven. This rate is a standard calculation used by the National Highway Traffic Safety Administration.) Provide the formula or other method used to calculate the indicator. If a nonstandard method is used, explain why. If this indicator is used by more than one agency or program, is the method of calculation consistent? If not, why not?
   This indicator is calculated by simple division of projects that are reviewed in 5 days or less compared to total reviews performed.

8. **Scope:** Is the indicator aggregated or disaggregated? (Is it a sum of smaller parts or is it a part of a larger whole? Examples: If the indicator is a statewide figure, can it be broken down into region or parish? If the indicator represents one client group served by a program, can it be combined with indicators for other client groups in order to measure the total client population?)
   This is an aggregate figure of average review times that are accomplished in less than 5 days compared to the total number of projects reviewed.

9. **Caveats:** Does the indicator have limitations or weaknesses (e.g., limited geographical coverage, lack of precision or timeliness, or high cost to collect or analyze?) Is the indicator a proxy or surrogate? Does the source of the data have a bias? Is there a caveat or qualifier about which data users are evaluators should be aware? If so, explain.
   None.

10. **Responsible Person:** Who is responsible for data collection, analysis, and quality? How can that person or organization be contacted? Provide name, title, and all contact information (including telephone, fax, and e-mail address).

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Louisiana Office of State Fire Marshal Objective Cross References

<table>
<tr><th colspan="2">State Fire Marshal</th><th rowspan="2">Louisiana: Vision 2020 Link</th><th rowspan="2">Children's Cabinet Link</th><th rowspan="2">Human Resource Policies Beneficial to Women and Families Link</th><th rowspan="2">Workforce Development Commission Link</th></tr>
<tr><th>Goal</th><th>Objective</th></tr>
<tr><td>I. To encourage economic development in the State of Louisiana.</td><td>I.1 By the year 2010, the Plan Review Section will develop and implement additional training programs for the design and construction community consisting of a minimum of eight (8) training sessions per year.

Legislative Authority: Louisiana Revised Statute 40, Chapter 7, Part 3, 1574 (a) and (b), Louisiana Revised Statute 40:1740; Part IV-B of Chapter 8 of Title 40:1730, 26 (c) requires the plans and specifications for every structure, watercraft or movable constructed or remodeled in the state to be reviewed by the Fire Marshal and must be determined to appear to satisfactorily comply with the adopted fire, life safety, energy and handicapped accessibility laws, rules, regulations and codes of the state prior to construction. State citizens benefit from these fire preventive measures. The design/construction industry benefits from timely reviews that do not hamper economic development.</td><td>Louisiana: Vision 2020, Goal 2: To build a thriving economy driven by innovative, entrepreneurial, and globally competitive companies that make productive use of technology and the state's human, educational, and natural resources.

Objectives:
2.5 To aggressively encourage and support entrepreneurial activity
2.8 To have an equitable tax structure, regulatory climate, and civil justice system conducive to business retention and the creation and growth of innovative companies</td><td>N/A</td><td>Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.</td><td>N/A</td></tr>
<tr><td>I. To encourage economic development in the State of Louisiana.</td><td>I.2 Through the year 2010, the Plan Review Section will provide plan review of the State Uniform Construction Code, for political subdivisions requesting assistance.

As this program expands it will substantially impact the SFM plan review department. Constant monitoring of submitted reviews and man hours required to perform these reviews will be important when forecasting man power needs.

Legislatively mandated by RS 40;1728 (c)</td><td>2.5 To aggressively encourage and support entrepreneurial activity
2.8 To have an equitable tax structure, regulatory climate, and civil justice system conducive to business retention and the creation and growth of innovative companies</td><td>N/A</td><td>Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.</td><td>N/A</td></tr>
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<tr><th>Goal</th><th>Objective</th></tr>
<tr><td>II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.</td><td>II.1 By the year 2007, the Inspection Section will maintain completion of 95% of new construction final inspections within two weeks of the date of the inspection request.

Legislative authority is found in La.R.S. 40:1563, 40:1574.1, 40:1575 and the Louisiana Administrative Code 55:V:307.C.

Persons who benefit from this objective are the owners and users of buildings inspected, as well as the contractors and design professionals associated with the construction of the building.</td><td>Louisiana: Vision 2020, Goal 3: To achieve a standard of living among the top ten states in America

Objective:
3.5 To ensure safe, vibrant communities for all citizens</td><td>N/A</td><td>Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.</td><td>N/A</td></tr>
</table>

Louisiana Office of State Fire Marshal Objective Cross References

State Fire Marshal		Louisiana: Vision 2020 Link	Children's Cabinet Link	Human Resource Policies Beneficial to Women and Families Link	Workforce Development Commission Link
Goal	**Objective**				
II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.	**II.2** By the year 2007, the **Inspection Section** will maintain 95% of the total number of annual inspections required. Legislative authority is found in La.R.S. 40:1563 and the Louisiana Administrative Code, Title 55:V:1701.A. Persons who benefit from this objective are the owners and users of existing buildings inspected on an annual basis to confirm life safety code compliance.	**Louisiana: Vision 2020, Goal 3:** To achieve a standard of living among the top ten states in America **Objective:** **3.5** To ensure safe, vibrant communities for all citizens	N/A	Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.	N/A
II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.	**II.3** By the year 2010, the **Health Care** Section will maintain conducting 90% of fire safety inspections of health care facilities requiring license and/or certification within the time lines required by state, federal or contract with Department of Health and Hospitals. Louisiana Revised Statutes 40:1563 (B) requires the State Fire Marshal to conduct final construction / renovation / addition inspections of all completed construction projects of health care facilities. Louisiana Revised Statutes 40:1563 (C) requires fire safety inspections of all health care facilities requiring state license. Through contract with the Department of Health and Hospitals per provisions of Section 1864 (a) of the Social Services Act, the Office of State Fire Marshal is required to survey and certify compliance with the Code of Federal Regulations – Title 42 for continued participation in the Medicare/Medicaid Program in health care facilities statewide. Enforcement of these requirements affect all citizens requiring health care treatment in Louisiana.	**Louisiana: Vision 2020, Goal 3:** To achieve a standard of living among the top ten states in America **Objective:** **3.5** To ensure safe, vibrant communities for all citizens	N/A	Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.	N/A
II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.	**II.4** By the year 2010, the **Fire Information Section** will continue to advance fire reporting and statistical analysis through the use of advanced technology standards to maintain 100% efficient and effective processing of fire reports received.	**Louisiana: Vision 2020, Goal 3:** To achieve a standard of living among the top ten states in America **Objective:** **3.5** To ensure safe, vibrant communities for all citizens	N/A	Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.	N/A

Louisiana Office of State Fire Marshal Objective Cross References

State Fire Marshal		Louisiana: Vision 2020 Link	Children's Cabinet Link	Human Resource Policies Beneficial to Women and Families Link	Workforce Development Commission Link
Goal	**Objective**				
II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.	**II.5** By the year 2010, the **Licensing Section** will provide a comprehensive licensing and enforcement program to maintain a minimum of 1.28 applications per hour worked and to clear 80% of all complaints investigated against contractors within regulated industries. This objective will benefit the citizens of Louisiana (building owners and users) by ensuring that contractors properly install and service fire protection and life safety equipment and systems. Additionally, regulated industries will benefit because they receive timely service. Legislative authority is found in R.S. 40:1625 et seq., 40:1651 et seq., and 40:1662 et seq..	**Louisiana: Vision 2020, Goal 3:** To achieve a standard of living among the top ten states in America **Objective:** **3.5** To ensure safe, vibrant communities for all citizens	N/A	Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.	N/A
II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.	**II.6** By 2010, the **Mechanical Safety Section** will inspect 100% of the amusement rides and attractions at least once during each known event held in Louisiana. Legislative authority is R.S.40:1484, et seq. The citizens of and the visitors to Louisiana, who frequent the various fairs, festivals, and amusement parks throughout the state, will benefit from the accomplishments of this objective.	**Louisiana: Vision 2020, Goal 3:** To achieve a standard of living among the top ten states in America **Objective:** **3.5** To ensure safe, vibrant communities for all citizens	N/A	Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.	N/A
II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.	**II.7** By 2010, the **Mechanical Safety Section** will inspect 100% of the known state assigned boilers, in accordance with R.S.23:531-545. The accomplishment of this objective will help provide a safer environment for anyone that comes in contact with locations having process boilers, heating boilers, hot water supply boilers and any storage water heaters. These individuals would be anyone who goes to schools, churches, work, restaurants, hospitals, movie theaters, state, parish or city offices, etc.	**Louisiana: Vision 2020, Goal 3:** To achieve a standard of living among the top ten states in America **Objective:** **3.5** To ensure safe, vibrant communities for all citizens	N/A	Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.	N/A

Louisiana Office of State Fire Marshal Objective Cross References

State Fire Marshal		Louisiana: Vision 2020 Link	Children's Cabinet Link	Human Resource Policies Beneficial to Women and Families Link	Workforce Development Commission Link
Goal	**Objective**				
II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.	**II.8** By 2010, the **Mechanical Safety Section** will continue to ensure all public firework displays are inspected and performed by licensed operators. Legislative Authority is R.S.51:650 et seq. Anyone attending any public fireworks display would benefit from the accomplishment of this objective by being sure that the display has been properly permitted and is being performed by a qualified person.	**Louisiana: Vision 2020, Goal 3:** To achieve a standard of living among the top ten states in America **Objective:** **3.5** To ensure safe, vibrant communities for all citizens	N/A	Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.	N/A
III. To increase efficiency and quality of inspections, plan review and investigations.	**III.1** The Arson Enforcement Section to exceed the National Arson Clearance rate of 16% by the year 2010. The Arson Enforcement Section of the Office of the State Fire Marshal operates under R.S.40: 1563.1, which states in part " The fire marshal, the first assistant fire marshal, each deputy fire marshal, certified local authorities, and state or municipal arson investigators, while engaged in the performance of their duties as such, shall have the authority to investigate and cause the arrest of individuals suspected of having violated the following criminal laws:" R.S. 40: 1563.1 continues to list specific criminal code violations, specify the power to seize contraband, provide the fire marshal with the authority to issue a commission to any state arson investigator who is P.O.S.T. certified, and provide the governing authority of a political subdivision the authority to issue a commission to any local arson investigator allowing him to carry and use firearms and arrest individuals suspected of violating the crimes enumerated in this Section. The work of the Arson Enforcement Section of the Office of the State Fire Marshal affects all citizens of the State of Louisiana, as their investigative mission directly impacts the safety of the living and working environments as well as having a direct impact on economic development in terms of personal and commercial property values, insurance rates, and personal and commercial financial security.	**Louisiana: Vision 2020, Goal 2:** To build a thriving economy driven by innovative, entrepreneurial, and globally competitive companies that make productive use of technology and the state's human, educational, and natural resources. **Objectives:** **2.5** To aggressively encourage and support entrepreneurial activity **2.8** To have an equitable tax structure, regulatory climate, and civil justice system conducive to business retention and the creation and growth of innovative companies	N/A	Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.	N/A

Louisiana Office of State Fire Marshal Objective Cross References

State Fire Marshal		Louisiana: Vision 2020 Link	Children's Cabinet Link	Human Resource Policies Beneficial to Women and Families Link	Workforce Development Commission Link
Goal	**Objective**				
III. To increase efficiency and quality of inspections, plan review and investigations.	**III.2** By the year 2010, the **Plan Review Section** will reduce the time required to complete a final review of construction documents by 5%. PROGRAM ACTIVITY: Plan Review: Louisiana Revised Statute 40, Chapter 7, Part 3, 1574 (a) and (b), Louisiana Revised Statute 40:1740; Part IV-B of Chapter 8 of Title 40:1730, 26 (c) requires the plans and specifications for every structure, watercraft or movable constructed or remodeled in the state to be reviewed by the Fire Marshal and to appear to satisfactorily comply with the adopted fire, life safety, energy and handicapped accessibility laws, rules, regulations and codes of the state prior to construction. State citizens benefit from these fire preventive measures. The design / construction industry benefits from timely reviews that do not hamper development.	**Louisiana: Vision 2020, Goal 2:** To build a thriving economy driven by innovative, entrepreneurial, and globally competitive companies that make productive use of technology and the state's human, educational, and natural resources. **Objectives:** **2.5** To aggressively encourage and support entrepreneurial activity **2.8** To have an equitable tax structure, regulatory climate, and civil justice system conducive to business retention and the creation and growth of innovative companies	N/A	Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with Federal Law, the Department supports the Family and Medical Leave Act and upholds practices within those guidelines, supporting employees and families.	N/A

APPENDIX

OFFICE OF STATE FIRE MARSHAL
STRATEGIC PLAN
2006 – 2010

APPENDIX

1. The principal clients and users of the State Fire Marshal's Office are the citizens of the State of Louisiana and other clients who use or visit commercial facilities within the State. The State Fire Marshal's office is charged with the responsibility of the protection of the life and property of the citizens of the state of Louisiana from fire, explosion and related hazards in the constructed environment through the enforcement of legislative mandates and administrative rules or directives. The State Fire Marshal is provided with enforcement authority to investigate fires of suspicious origin and to inspect buildings, structures, watercrafts and movables to ensure that they are operated in a safe manner.

   The State Fire Marshal's office is also responsible for ensuring the provision of equal access to disabled individuals in the same constructed environment, and to promote the efficient use of energy in accordance with the Commercial Building Energy Conservation Code based on ASHRAE/IES 90.1-1989 (Energy Code).

2. Potential external factors that are beyond our control that could significantly affect the achievement of our goals and objectives are: the state of the Louisiana's economy, availability of funds and potential budget cuts; rules, regulations, guidelines and policies established by other agencies. (The Louisiana Division of Administration provides policies pertaining to the State Fire Marshal's purchasing, contracting and traveling procedures. The Department of Civil Service provides rules pertaining to the State Fire Marshal's office personnel procedures.

3. Act 152 of 1904 establishes the Office of State Fire Marshal.
   - A. <u>Inspection Section</u>: Louisiana Revised Statutes 40:1563 – requires fire and safety inspections of all facilities requiring a state of federal license.
   - B. <u>Health Care Section:</u> Louisiana Revised Statutes 40:1563 – requires fire and safety inspections of all Health Care facilities requiring a state license and/or federal funding.
   - C. <u>Boiler Inspection Section:</u> Louisiana Revised Statutes 23:531 et. seq. – is responsible for the timely inspections of all boilers and certain pressure vessels throughout the state and maintenance records of all inspections, and companies authorized to construct, install, repair and operate boilers.
   - D. <u>Mechanical Section:</u> Louisiana Revised Statutes 40:1484 et. seq. - is responsible for the inspection of all amusement/carnival ride equipment operating in Louisiana.
   - E. <u>Sprinkler Contractor Licensing Section:</u> Louisiana Revised Statutes 40:1625 et. seq. - requires the certifying and licensing of fire protection sprinkler firms and employees engaged in the installation, inspection and servicing of fire sprinkler systems.
   - F. <u>Fire Protection Licensing Section:</u> Louisiana Revised Statutes 40:1651 et. seq. - requires the certifying and licensing of firms and employees engaged in the installation, inspection and servicing of portable fire extinguishers, fixed fire suppression systems and fire detection and alarm systems.
   - G. <u>Burglar Alarm and Locksmithing Licensing Section:</u> Louisiana Revised Statutes 40:1662 - requires the certifying and licensing of firms and employees engaged in the sale, installation and servicing of burglar alarm systems, fire alarm systems in one or two family dwellings, closed circuit television systems, access control systems, and locksmiths.

H. <u>Fireworks Licensing Section:</u> Louisiana Revised Statutes 51:650 et. seq. - requires the licensing and permitting of manufacturers, distributors, jobbers, importers and retailers of fireworks and the administration and enforcement of same.

I. <u>Fire Information Service Section:</u> Louisiana Revised Statutes 40:1566 et. seq. - requires the Fire Marshal to collect and analyze fire data.

J. <u>Plan Review:</u> Louisiana Revised Statutes 40:1574, 40:1740 and 40:1730 - requires the plans and specifications for every structure, watercraft or movable constructed or remodeled in the state to be reviewed by the Office of State Fire Marshal.

K. <u>Arson Enforcement:</u> Louisiana Revised Statutes 40:1563 et. seq. gives the Fire Marshal the responsibility of causing an investigation of all fires within the state which are suspected to be caused by criminal neglect or human design and whenever there is more than one human death, and with arresting those responsible of such fires.

4. The Office of State Fire Marshal has developed an internal method for program evaluation through cross training between its various sections. This method serves two purposes: it provides the office with a system to measure its own efficiency, ensuring that all areas of plan review, inspection, investigation and enforcement are covered; it also provides for the internal education and training of its employees for their overall enlightenment and renewal of their part in the mission of the State Fire Marshal's office.

5. <u>Primary persons who will benefit follow:</u>

A. <u>Arson Enforcement Section</u>: citizens of the state of Louisiana who are adversely affected by the crime of Arson.

B. <u>Plan Review Section</u>: all users of every commercial structure (building), watercraft or movable constructed or remodeled in the state of Louisiana. (The state's construction economy is impacted in a positive manner).

C. <u>Inspections Section</u>: citizens of the state of Louisiana. The Inspection Section also promotes the education of contractors, builders, design professionals, users, owners and operators of these structures.

D. <u>Health Care Section</u>: All users of hospitals, nursing homes, ambulatory surgical facilities and intermediate care facilities for the mentally retarded.

E. <u>Fire Information Section</u>: The Fire Information Section supports fire service programs and local, state and federal agencies.

F. <u>Licensing Section</u>: The general public (by regulating contracting firms who sell, install, inspect, and service fire sprinkler, fire protection and security equipment and systems).

G. <u>Mechanical Safety Section</u>: This Section is responsible for the commissioning of inspectors who are employed by insurance companies authorized to insure against loss from the explosion of boilers in the state. This section also provides safe and effective standards for the installation, repair, maintenance, use, operation and inspection of amusement attractions and rides for the protection of the public and tourists in the state of Louisiana.

6. No duplication of effort has been identified within the Office of State Fire Marshal.

7. See attached Indicator Documentation Sheets.

8. The Performance indicators will be used to evaluate service provided to agencies we support, streamline processes, analyze cost benefit and steer future planning of the Department. See attached Indicator Documentation Sheets.

9. See Vision 2020 Matrix.

10. The Office of State Fire Marshal grants flexible work schedules to accommodate personal issues. The Department supports the Family and Medical Leave Law Act and upholds practices within those guidelines, in support of employees and their families.

COST BENEFIT ANALYSIS

The cost benefit of these strategies to citizens of the state is not quantifiable in numerical terms, as our responsibility is to protect lives and property from fire, explosion and related hazards through our review and inspection of facilities in accordance with the Life Safety Code. Therefore, the citizens of the state of Louisiana and any other clients who use or visit commercial facilities within the State benefit from the enforcement of the Life Safety Code and accessibility guidelines by the Fire Marshal's office. The State of Louisiana also benefits economically through the State Fire Marshal's promotion of the efficient use of energy in commercial buildings.

PLAN REVIEW SECTION

I.1.1 STRATEGY: Prepare a training needs assessment to determine the areas of code enforcement the design community needs the most.

STRATEGY ANALYSIS CHECKLIST

A. __T_ **Analysis**

None Cost/benefit analysis conducted
Yes Other analysis used
Yes Impact on other strategies considered/enhanced design industry competence will produce safer buildings

B. __T_ **Authorization**

Yes Authorization exists
______ Authorization needed

C. ______ **Organization Capacity**

None Needed structural or procedural changes identified
______ Resource needs identified

D. __T_ **Time Frame**

Yes Already ongoing
______ New, startup date estimated
______ Lifetime of strategy identified

E. ______ **Fiscal Impact**

None Impact on operating budget
None Impact on capital outlay budget
None Means of finance identified

COMMENTS:

A. This is a questionnaire handed out at all of our training sessions and electronic (e-mail) form on the State Fire Marshal Website.

Enhanced design industry competence will produce safer buildings.

PLAN REVIEW SECTION

I.1.2 STRATEGY: Develop a realistic program of training for the design and construction community in those areas identified as the most needed.

STRATEGY ANALYSIS CHECKLIST

A. __T__ **Analysis - This strategy expands an ongoing office function.**
 _N/A_ Cost/benefit analysis conducted
 _N/A_ Other analysis used
 Yes Impact on other strategies considered/enhanced design industry competence will produce safer buildings

B. __T__ **Authorization**
 Yes Authorization exists
 _____ Authorization needed

C. _____ **Organization Capacity**
 None Needed structural or procedural changes identified
 _____ Resource needs identified

D. __T__ **Time Frame**
 Yes Already ongoing
 _____ New, startup date estimated
 _____ Lifetime of strategy identified

E. _____ **Fiscal Impact**
 None Impact on operating budget
 None Impact on capital outlay budget
 None Means of finance identified

COMMENTS:

A. This strategy expands an ongoing office function.

We will act on the results gathered from questionnaires/e-mail suggestions.

PLAN REVIEW SECTION

I.2.1 STRATEGY: The Building Official will establish one (1) Architect 3, one (1) Engineer 4, and one (1) Office Coordinator 4.

STRATEGY ANALYSIS CHECKLIST

A. __T_ **Analysis - This strategy expands an ongoing office function.**

None Cost/benefit analysis conducted

_Yes___ Other analysis used – **This strategy is based on projected workload.**

_Yes___ Impact on other strategies considered – **In lieu of funding, any large volume of reviews will require supplemental assistance from Plan Review personnel.**

B. __T_ **Authorization**

_None__ Authorization exists – **Not approved this fiscal year.**

_Yes___ Authorization needed

C. __T__ **Organization Capacity**

_Yes__ Needed structural or procedural changes identified - **Only Building Official position funded at this time.**

_____ Resource needs identified

D. __T_ **Time Frame**

_Yes__ Already ongoing

_____ New, startup date estimated

_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

Yes Impact on operating budget

_No__ Impact on capital outlay budget

Yes Means of finance identified – **Self-generated funds**.

COMMENTS:

A. This strategy is based on projected workload. In lieu of funding, any large volume of reviews will require supplemental assistance from Plan Review personnel.
B. Not approved this fiscal year.
C. Only Building Official position funded at this time.

PLAN REVIEW SECTION

I.2.2 STRATEGY: Provide increased training of the provisions of the State Uniform Construction Code to the plan review staff.

STRATEGY ANALYSIS CHECKLIST

A. __T_ **Analysis**
_No___ Cost/benefit analysis conducted
_Yes___ Other analysis used – **See comment below.**
_______ Impact on other strategies considered – **Enhanced Plan Review quality.**

B. __T_ **Authorization**
_Yes___ Authorization exists
_______ Authorization needed

C. _____ **Organization Capacity**
_No___ Needed structural or procedural changes identified
_No___ Resource needs identified

D. __T_ **Time Frame**
_Yes__ Already ongoing – **Code cycle updates required.**
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
None Impact on operating budget
_No___ Impact on capital outlay budget
Yes Means of finance identified – **Minimal costs.**

COMMENTS:

A. No additional funding required for in-house training. ICC training at a minimal cost.

PLAN REVIEW SECTION

I.2.3 STRATEGY: Improve statewide awareness of the ability of this office to provide Assistance regarding enforcement of the State Uniform Construction Code.

STRATEGY ANALYSIS CHECKLIST

A. __T_ **Analysis**

_No___ Cost/benefit analysis conducted
______ Other analysis used – **See comment below.**
None Impact on other strategies considered

B. __T_ **Authorization**

_Yes___ Authorization exists
_______ Authorization needed

C. __T_ **Organization Capacity**

_None__ Needed structural or procedural changes identified
_Yes__ Resource needs identified

D. __T_ **Time Frame**

_Yes__ Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

None Impact on operating budget
None Impact on capital outlay budget
Yes Means of finance identified

COMMENTS:

A. This strategy involves the Building Official visiting municipalities statewide to explain the benefits of the Office of State Fire Marshal providing assistance through Plan Review of the State Uniform Construction Code.

INSPECTION SECTION

II.1.1 STRATEGY: Maintain the current number of inspector positions to ensure timely completion of final inspections.

Inspector positions offer relatively low pay while the work is very demanding and knowledge intensive. When a new employee is hired, it takes approximately six months to one year to train an inspector to conduct final inspections on small facilities that include handicapped accessibility requirements and basic fire alarm sprinkler systems, approximately one and one-half to two years to conduct more complex inspections that include fire alarm and sprinkler systems, and approximately two to three years to be marginally acceptable to conduct large facilities with complex fire alarm/ smoke control systems, complex sprinkler systems and hood systems.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
- _____ Cost/benefit analysis conducted
- _Yes__Other analysis used
- _____ Impact on other strategies considered

B. __T_ **Authorization**
- _Yes__ Authorization exists
- _____ Authorization needed

C. __T_ **Organization Capacity**
- _____ Needed structural or procedural changes identified
- _Yes__ Resource needs identified

D. __T_ **Time Frame**
- _Yes__Already ongoing
- ______New, startup date estimated
- __Yes__Lifetime of strategy identified

E, __T__ **Fiscal Impact**
- __Yes_Impact on operating budget
- _______ Impact on capital outlay budget
- _______ Means of finance identified

COMMENTS:

A. Managers monitor the required number of inspections and the appropriate number of inspection personnel to perform those inspections.

B. Authorization exists in LA R.S. 40:1563.
C. The need for inspection personnel and training resources are evaluated on a consistent basis.
D. Maintaining current staff is a priority of the Inspection Section, as managers consistently monitor staffing needs to perform the required work.
E. The cost to maintain inspector positions is budgeted for each fiscal year as needed.

INSPECTION SECTION

II.1.2 STRATEGY: Upgrade and maintain equipment necessary to conduct inspections.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_____ Cost/benefit analysis conducted
_Yes__Other analysis used
Yes Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

_____ Needed structural or procedural changes identified
_Yes__ Resource needs identified

D. __T_ **Time Frame**

_Yes__Already ongoing
______New, startup date estimated
______Lifetime of strategy identified

E, __T__ **Fiscal Impact**

__Yes_ Impact on operating budget
______ Impact on capital outlay budget
______ Means of finance identified

COMMENTS:

A. Managers and information technology staff will monitor industry practices to stay abreast of technology that will assist in expediting the inspection process. This strategy will have a positive impact on Strategy II.1.3 in that any upgrade in computer equipment will enhance the electronic scheduling system.
B. Authorization exists in LA R.S. 40:1563.
C. Resource needs are consistently being identified with changes in technology.
D. Implementation of this strategy is ongoing.
E. New equipment costs will be budgeted each fiscal year as necessary.

INSPECTION SECTION

II.1.3 STRATEGY: Upgrade electronic scheduling system.

By upgrading the present scheduling system to group together all system projects associated with the building, this office will be able to schedule the proper amount of time for the inspector to conduct inspections and, therefore, allow owners occupancy of their buildings in a timely manner.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_____ Cost/benefit analysis conducted
_Yes__Other analysis used
____ Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

_____ Needed structural or procedural changes identified
_Yes__ Resource needs identified

D. __T_ **Time Frame**

_Yes__Already ongoing
______New, startup date estimated
______Lifetime of strategy identified

E, __T__ **Fiscal Impact**

__Yes_ Impact on operating budget
______ Impact on capital outlay budget
______ Means of finance identified

COMMENTS:

A. Electronic scheduling system would allow data entry personnel to schedule proper amount of time for conducting inspections.
B. Authorization exists in LA R.S. 40:1563.
C. Section is currently working with the information technology section to upgrade computer system; therefore, implementation of this strategy is in progress.
D. This is an on-going function to upgrade the computer system.
E. The cost to upgrade computer system will be budgeted each fiscal year as necessary.

INSPECTION SECTION

II.2.1 STRATEGY: Maintain current number of inspector positions to ensure timely completion of required annual inspections.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_____ Cost/benefit analysis conducted
Yes Other analysis used
_____ Impact on other strategies considered

B. __T_ **Authorization**

Yes Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

_____ Needed structural or procedural changes identified
Yes Resource needs identified

D. __T_ **Time Frame**

Yes Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

Yes Impact on operating budget
_____ Impact on capital outlay budget
_____ Means of finance identified

COMMENTS:

A. Managers have identified required number of inspections and the appropriate number of staff required to perform them. Certain inspection responsibilities have been assigned to local certified fire prevention bureaus in order to maintain the required performance throughout the state.
B. Authorization exists in La. R. S. 40:1563.
C. Managers are monitoring the Inspection section to ensure that the proper staff is available to conduct required inspections.
D. Evaluation of inspection personnel and training resources needed to implement this strategy is a continuous process.
E. The cost to maintain inspector positions will be budgeted each fiscal year as necessary and evaluated against existing funding levels.

INSPECTION SECTION

II.2.2 STRATEGY: Upgrade existing computer system so that supervisors/inspectors can monitor completed required annual inspections on line.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
_____ Cost/benefit analysis conducted
Yes Other analysis used
_____ Impact on other strategies considered

B. __T_ **Authorization**
Yes Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**
_____ Needed structural or procedural changes identified
Yes Resource needs identified

D. __T_ **Time Frame**
Yes Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
Yes Impact on operating budget
_____ Impact on capital outlay budget
_____ Means of finance identified

COMMENTS:

A. Managers are working with the information technology staff on maintaining existing software programming to track required annual inspections and to ensure that annual inspections are being conducted in a timely manner.
B. Authorization exists in La. R. S. 40:1563.
C. Managers are working with the information technology staff to upgrade the existing computer system.
D. Upgrading and maintaining the existing computer system is a continuing process.
E. The cost upgrading the existing computer system will be budgeted each fiscal year as necessary.

HEALTH CARE SECTION

II.3.1 STRATEGY: To maintain or increase current staffing levels to coincide with increased demand for inspections.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_____ Cost/benefit analysis conducted
Yes Other analysis used
_____ Impact on other strategies considered

B. __T_ **Authorization**

Yes Authorization exists
_____ Authorization needed

C. _____ **Organization Capacity**

_____ Needed structural or procedural changes identified
_____ Resource needs identified

D. __T_ **Time Frame**

Yes Already ongoing
_____ New, startup date estimated
Yes Lifetime of strategy identified

E. __T_ **Fiscal Impact**

Yes Impact on operating budget
_____ Impact on capital outlay budget
_____ Means of finance identified

COMMENTS:

A. Section manager has identified required number of inspections and the appropriate number of staff required.
B. Authorization exists in R.S. 40:1563(B).
C. N/A
D. Maintaining current staff is a priority of the section. A constant review of necessary staff will be conducted over the life of the strategic plan to ensure enough staff is available to conduct required inspections.
E. There will be an impact on the operational budget if more staff is necessary. If needed, the contract with Dept. of Health & Hospitals will be adjusted to reflect an increase in inspection staff.

HEALTH CARE SECTION

II.3.2 STRATEGY: To maintain and upgrade equipment to current technology standards.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
- _____ Cost/benefit analysis conducted
- _Yes__ Other analysis used
- _____ Impact on other strategies considered

B. _____ **Authorization**
- _____ Authorization exists
- _____ Authorization needed

C. __T_ **Organization Capacity**
- _____ Needed structural or procedural changes identified
- _Yes__ Resource needs identified

D. __T_ **Time Frame**
- _Yes__ Already ongoing
- _____ New, startup date estimated
- _____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
- _Yes__ Impact on operating budget
- _____ Impact on capital outlay budget
- _____ Means of finance identified

COMMENTS:

A. Section manager has identified equipment necessary to perform inspections properly and in a timely manner.
B. N/A
C. Section is currently working with office computer section staff to provide/upgrade necessary equipment.
D. Section is currently working with office computer section staff to provide/upgrade necessary equipment.
E. The cost of purchasing necessary equipment will be budgeted each fiscal year.

FIRE INFORMATION SECTION

II.4.1 STRATEGY: Implement a personal computer based reporting system with modem access for data entry and retrieval of fire reports and information reported by the fire service.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
- _____ Cost/benefit analysis conducted
- _Yes__ Other analysis used
- _____ Impact on other strategies considered

B. __T_ **Authorization**
- _Yes__ Authorization exists
- _____ Authorization needed

C. __T_ **Organization Capacity**
- _Yes__ Needed structural or procedural changes identified
- _____ Resource needs identified

D. __T_ **Time Frame**
- _Yes__ Already ongoing
- _____ New, startup date estimated
- _Yes__ Lifetime of strategy identified

E. _____ **Fiscal Impact**
- _____ Impact on operating budget
- _____ Impact on capital outlay budget
- _____ Means of finance identified

COMMENTS:

A. Section head has identified current needs for a computer based reporting system and necessary equipment needed.
B. Authorization exists in R.S. 40:1566.
C. Section head has identified procedures to increase participation of the fire service in submitting fire incident reports.
D. Section is currently receiving and reporting fire statistics; however, many fire departments report via paper reports. The implementation of a statewide computer reporting process will be implemented over the life time of the strategic plan.
E. N/A

LICENSING SECTION

II.5.1 STRATEGY: Conduct investigations of complaints received against contractors.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
_____ Cost/benefit analysis conducted
Yes Other analysis used
_____ Impact on other strategies considered

B. __T_ **Authorization**
Yes Authorization exists
_____ Authorization needed

C. _____ **Organization Capacity**
_____ Needed structural or procedural changes identified
_____ Resource needs identified

D. __T_ **Time Frame**
Yes Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
Yes Impact on operating budget
_____ Impact on capital outlay budget
Yes Means of finance identified

COMMENTS:

A. Section manager has established policy and procedures for conducting investigations of complaints.
B. Authorization exists in R.S. 40:1625, R.S. 40:1651 and R.S. 40:1662.
C. N/A
D. Section is currently conducting investigations of complaints against contractors.
E. Current inspector staff levels are budgeted through monies collected by the section. If necessary, additional increases in staff levels will be budgeted over the life of the strategic plan.

LICENSING SECTION

II.5.2 STRATEGY: Conduct annual inspections of licensed contractors' places of business for compliance with the licensing laws and administrative rules.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_____ Cost/benefit analysis conducted
Yes Other analysis used
_____ Impact on other strategies considered

B. __T_ **Authorization**

Yes Authorization exists
_____ Authorization needed

C. _____ **Organization Capacity**

_____ Needed structural or procedural changes identified
_____ Resource needs identified

D. __T_ **Time Frame**

Yes Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

Yes Impact on operating budget
_____ Impact on capital outlay budget
Yes Means of finance identified

COMMENTS:

A. Section manager has established policy and procedures for conducting facility inspections.
B. Authorization exists in R.S. 40:1625, R.S. 40:1651 and R.S. 40:1662.
C. N/A
D. Section is currently conducting inspections of contractors' places of business for compliance with licensing laws and rules.
E. Current inspector staff levels are budgeted through monies collected by the section. If necessary, additional increases in staff levels will be budgeted over the life time of the strategic plan.

LICENSING SECTION

II.5.3 STRATEGY: Process all applications received in a timely manner.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
_____ Cost/benefit analysis conducted
Yes Other analysis used
_____ Impact on other strategies considered

B. __T_ **Authorization**
Yes Authorization exists
_____ Authorization needed

C. _____ **Organization Capacity**
_____ Needed structural or procedural changes identified
_____ Resource needs identified

D. __T_ **Time Frame**
Yes Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
_____ Impact on operating budget
_____ Impact on capital outlay budget
Yes Means of finance identified

COMMENTS:

A. Section manager has identified an appropriate time frame to process license applications in a timely fashion.
B. Authorization exists in R.S. 40:1625, R.S. 40:1651 and R.S. 40:1662.
C. N/A
D. Section is currently processing all applications. Increasing the number of applications per hour will ensure a positive service to the industries regulated.
E. Current clerical staff levels are budgeted through monies collected by the section. If necessary, additional increases in staff level will be budgeted over the lifetime of the strategic plan.

LICENSING SECTION

II.5.4 STRATEGY: Maintain and upgrade equipment to current technology standards.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
_____ Cost/benefit analysis conducted
Yes Other analysis used
_____ Impact on other strategies considered

B. _____ **Authorization**
_____ Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**
_____ Needed structural or procedural changes identified
Yes Resource needs identified

D. __T_ **Time Frame**
Yes Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
Yes Impact on operating budget
_____ Impact on capital outlay budget
_____ Means of finance identified

COMMENTS:

A. Section manager has identified equipment necessary to perform investigations and inspections properly and timely.
B. N/A
C. Section is currently working with office computer section staff to provide/upgrade necessary equipment.
D. Section is currently working with office computer section staff to provide/upgrade necessary equipment.
E. The cost of purchasing necessary equipment will be budgeted each fiscal year.

LICENSING SECTION

II.5.5 STRATEGY: Obtain training and certifications for inspectors in those areas for which the section is responsible.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
_____ Cost/benefit analysis conducted
Yes Other analysis used
_____ Impact on other strategies considered

B. _____ **Authorization**
_____ Authorization exists
_____ Authorization needed

C. _____ **Organization Capacity**
_____ Needed structural or procedural changes identified
_____ Resource needs identified

D. __T_ **Time Frame**
_____ Already ongoing
_____ New, startup date estimated
Yes Lifetime of strategy identified

E. __T_ **Fiscal Impact**
Yes Impact on operating budget
_____ Impact on capital outlay budget
Yes Means of finance identified

COMMENTS:

A. Section manager has identified type of training and method of certification needed to raise competency of inspectors.
B. N/A
C. N/A
D. Training and certification is an ongoing requirement which is estimated to be accomplished throughout the lifetime of the strategic plan
E. The cost of the training and certification will need to be budgeted each fiscal year. Funding will be through monies collected by the section.

MECHANICAL SAFETY

II.6.1 STRATEGY: Maintain the staffing levels to ensure all known amusement rides/ attractions are properly inspected at intervals designed by law.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_Yes__ Cost/benefit analysis conducted
______ Other analysis used
______ Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
______ Authorization needed

C. __T_ **Organization Capacity**

_Yes__ Needed structural or procedural changes identified
______ Resource needs identified

D. __T_ **Time Frame**

_Yes__ Already ongoing
______ New, startup date estimated
______ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

_Yes__ Impact on operating budget
_Yes__ Impact on capital outlay budget
______ Means of finance identified

COMMENTS:

A. Manager has ensured sufficient staffing by cross training all personnel in the Mechanical, Boiler and Fireworks sections to perform amusement inspections.
B. Provided by RS. 40:1484CTSEQ
C. All personnel in the specific organization under this manager are cross trained.
D. Ongoing daily.
E. The cross training has allowed for a savings of at least 6 TOs over the course of 5 years.

MECHANICAL SAFETY

II.6.2 STRATEGY: Maintain a vigorous cross-training program to train other inspectors to be used during the peak season.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

Yes Cost/benefit analysis conducted
______ Other analysis used
______ Impact on other strategies considered

B. __T_ **Authorization**

Yes Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

Yes Needed structural or procedural changes identified
_____ Resource needs identified

D. __T_ **Time Frame**

Yes Already ongoing
______ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

Yes Impact on operating budget
_____ Impact on capital outlay budget
______ Means of finance identified

COMMENTS:

A. Reduction of 6 TOs over last 5 years.
B. R.S. 40:1484 et. seq.
C. Structural changes have been made as well as procedures implemented to allow cross training.
D. Ongoing; providing training on a constant basis.
E. Savings on budget outlay due to reduction of 6 TOs.

MECHANICAL SAFETY

II.6.3 STRATEGY: Produce a computer tracking system to track portable amusement rides/attractions from state to state by 2010 in cooperation with the Council of Amusement & Recreational Equipment (CARES) organization.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
______ Cost/benefit analysis conducted
Yes Other analysis used
______ Impact on other strategies considered

B. __T_ **Authorization**
Yes Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**
Yes Needed structural or procedural changes identified
_____ Resource needs identified

D. __T_ **Time Frame**
Yes Already ongoing
______ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
Yes Impact on operating budget
_____ Impact on capital outlay budget
______ Means of finance identified

COMMENTS:

A. Manager is working with CARES organization to realize the savings incurred by knowing about pre-existing problems before attraction arrives for set up.
B. R.S. 40:1484 et. seq.
C. CARES is a current organization and has over 25 member states sharing information.
D. Manager is working with CARES to develop this tracking system.
E. By knowing about pre-existing problems money will be saved in reduced inspection time needed.

MECHANICAL SAFETY

II.6.4 STRATEGY: Improve efforts to educate the public in ride safety through various media contacts and presentations at schools throughout the state.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

______ Cost/benefit analysis conducted
_Yes__ Other analysis used
______ Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

_____ Needed structural or procedural changes identified
_Yes__ Resource needs identified

D. __T_ **Time Frame**

_Yes__ Already ongoing
______ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

_Yes__ Impact on operating budget
_Yes__ Impact on capital outlay budget
______ Means of finance identified

COMMENTS:

A. Manager has reviewed numerous accident reports and has determined that majority of injuries occur due to lack of knowing of the ride patron of hazards associated with amusement rides.
B. R.S. 40:1484 et. seq.
C. Resources have been identified and various industry groups have provided VHS tapes and other media to use by the inspectors.
D. This strategy has been started and will pick up as inspectors become more experienced in presenting.
E. The fiscal impact on the budget would be a savings from not having to investigate the accidents that may be prevented due to this training.

MECHANICAL SAFETY

II.6.5 STRATEGY: Continue to monitor the industry through 2010 for advancements in inspection equipment & procedure. This will ensure the most up-to –date equipment is being used for inspections.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
- _____ Cost/benefit analysis conducted
- _Yes__ Other analysis used
- _____ Impact on other strategies considered

B. __T_ **Authorization**
- _Yes__ Authorization exists
- _____ Authorization needed

C. __T_ **Organization Capacity**
- _Yes__ Needed structural or procedural changes identified
- ___ __ Resource needs identified

D. __T_ **Time Frame**
- _Yes__ Already ongoing
- _____ New, startup date estimated
- _____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
- _Yes__ Impact on operating budget
- _____ Impact on capital outlay budget
- _____ Means of finance identified

COMMENTS:

A. Manager is in constant contact with counterparts in the industry and attends various meetings where new technology is discussed.
B. R.S. 40:1484 et. seq.
C. Manager has asked all section personnel to monitor the industry for any changes in procedures or equipment.
D. This is ongoing and will continue as long as requirement to inspect is on the books.
E. The fiscal impact would come from need to purchase new equipment at which time it would be budgeted in to that fiscal year or due some change in procedure. It should make inspectors more efficient, thereby saving time and money.

MECHANICAL SAFETY

II.7.1 STRATEGY: Monitor the number of overdue inspections in relation to the total number of objects in the database and reduce those to less than 3% by 2007.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_____ Cost/benefit analysis conducted
_Yes__ Other analysis used
_____ Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

_Yes__ Needed structural or procedural changes identified
______ Resource needs identified

D. __T_ **Time Frame**

_Yes__ Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

_Yes__ Impact on operating budget
_____ Impact on capital outlay budget
_____ Means of finance identified

COMMENTS:

A. Reducing the number of overdue inspections will increase safety to the public.
B. Provided by RS.23:531-545.
C. Continually reviewing procedures that identify all overdue inspections, insurance and state, and changing procedures to make overdue inspections a priority.
D. This is ongoing already in an effort to reduce overdue inspections.
E. The only fiscal impact would be positive by inspecting overdues and fees would be entered as income.

MECHANICAL SAFETY

II.7.2 STRATEGY: Inspect all new installations for compliance with the Code of Construction and with the Louisiana Boiler Law, Rules and Regulations by the end of the year 2007.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
- _____ Cost/benefit analysis conducted
- _Yes_ Other analysis used
- ______ Impact on other strategies considered

B. __T_ **Authorization**
- _Yes_ Authorization exists
- _____ Authorization needed

C. __T_ **Organization Capacity**
- _____ Needed structural or procedural changes identified
- _Yes_ Resource needs identified

D. __T_ **Time Frame**
- _Yes_ Already ongoing
- _____ New, startup date estimated
- _____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
- _____ Impact on operating budget
- _____ Impact on capital outlay budget
- _____ Means of finance identified

COMMENTS:

A. Manager has investigated and found that by the state inspecting new installations, consistency of inspections improves and are reduced future repair costs are reduced.
B. Provided by R.S.23:531-545.
C. Manager has determined that no additional resources are needed.
D. This is ongoing and will continue to meet by 2007.
E. There will be no fiscal impact as a result of this strategy.

MECHANICAL SAFETY

II.7.3 STRATEGY: Increase the competency of the boiler operators throughout the state by offering a training program and voluntary licensing of operators by 2010.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
- _____ Cost/benefit analysis conducted
- _Yes_ Other analysis used
- ______ Impact on other strategies considered

B. __T_ **Authorization**
- _Yes_ Authorization exists
- _____ Authorization needed

C. __T_ **Organization Capacity**
- _____ Needed structural or procedural changes identified
- _Yes_ Resource needs identified

D. __T_ **Time Frame**
- ______ Already ongoing
- _Yes_ New, startup date estimated
- _____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
- _____ Impact on operating budget
- _____ Impact on capital outlay budget
- _____ Means of finance identified

COMMENTS:

A. A review of accidents regarding boilers indicates a large number are due to operator error or lack of training. A training program for operators would help reduce accidents.

B. Provided by RS.23:531-545.

C. Using section personnel to present training programs will require no additional resources.

D. This is a new strategy and the training program is being developed. Training will start January 2005.

E. The only impact would be copying cost of training material used; this expense would be offset by charging a minimal fee for attendance.

MECHANICAL SAFETY

II.7.4 STRATEGY: Provide ongoing training to the staff of changes to the American Society of Mechanical Engineers code via National Board presented classes.

STRATEGY ANALYSIS CHECKLIST:

A. __T__ **Analysis**
- _____ Cost/benefit analysis conducted
- _Yes_ Other analysis used
- ______ Impact on other strategies considered

B. __T__ **Authorization**
- _Yes_ Authorization exists
- _____ Authorization needed

C. __T__ **Organization Capacity**
- _____ Needed structural or procedural changes identified
- _Yes_ Resource needs identified

D. __T__ **Time Frame**
- _Yes_ Already ongoing
- ______ New, startup date estimated
- _____ Lifetime of strategy identified

E. __T__ **Fiscal Impact**
- _____ Impact on operating budget
- _____ Impact on capital outlay budget
- _____ Means of finance identified

COMMENTS:

A. A staff trained in up to date code increases the effectiveness of an inspection program.
B. Provided by RS.23:531-545.
C. National board provides training at no cost to state.
D. This is in effect and ongoing.
E. No impact due to national board offering training at no cost to state.

MECHANICAL SAFETY

II.7.5 STRATEGY: Provide for a keyless entry of inspection reports from insurance inspections by the end of the year 2009.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_Yes__ Cost/benefit analysis conducted
______ Other analysis used
______ Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

_Yes__ Needed structural or procedural changes identified
_Yes__ Resource needs identified

D. __T_ **Time Frame**

_Yes__ Already ongoing
______New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

_____ Impact on operating budget
_____ Impact on capital outlay budget
_Yes__ Means of finance identified

COMMENTS:

A. Manager has started comparing the cost of equipment to salaries and time saved, and has determined that after initial cost, a full time position could be reduced and handled with part-time help.
B. Provided by RS.23:531-545.
C. Manager has identified the required procedural changes and resources (equipment) needed.
D. Manager is working with third party supplier, with State Fire Marshal computer personnel to implement the process.
E. Initial start up costs would be recouped with the saved salary and benefits.

MECHANICAL SAFETY

II.7.6 STRATEGY: Continue to monitor the industry through 2010 for advancements in inspection equipment and procedure. This will ensure the most up-to-date equipment is being used for inspections.

STRATEGY ANALYSIS CHECKLIST:

A. __T__ **Analysis**
- ______ Cost/benefit analysis conducted
- _Yes_ Other analysis used
- ______ Impact on other strategies considered

B. __T__ **Authorization**
- _Yes_ Authorization exists
- _____ Authorization needed

C. _____ **Organization Capacity**
- _____ Needed structural or procedural changes identified
- _____ Resource needs identified

D. __T__ **Time Frame**
- _Yes_ Already ongoing
- ______ New, startup date estimated
- _____ Lifetime of strategy identified

E. __T__ **Fiscal Impact**
- _____ Impact on operating budget
- _____ Impact on capital outlay budget
- _____ Means of finance identified

COMMENTS:

A. Manager has begun reviewing other states and industry to identify new equipment and procedures being used.
B. Provided by RS.23:531-545.
C. There would be no effect on structure or procedures at this time. As new procedures are identified, then changes would be made.
D. This is an ongoing process and will continue.
E. As new equipment becomes available, the cost will be added into that fiscal year budget. As new procedures are discovered, they will be reviewed for any cost savings by the manager.

MECHANICAL SAFETY

II.8.1 STRATEGY: Continue to inspect all public fireworks displays in the state, not covered by a State Fire Marshal certified fire prevention bureau through 2010.

STRATEGY ANALYSIS CHECKLIST:

A. __T__ **Analysis**
- _______ Cost/benefit analysis conducted
- _Yes__ Other analysis used
- _______ Impact on other strategies considered

B. __T__ **Authorization**
- _Yes__ Authorization exists
- ______ Authorization needed

C. __T__ **Organization Capacity**
- _____ Needed structural or procedural changes identified
- _Yes__ Resource needs identified

D. __T__ **Time Frame**
- _Yes__ Already ongoing
- _______ New, startup date estimated
- ______ Lifetime of strategy identified

E. __T__ **Fiscal Impact**
- _Yes__ Impact on operating budget
- ______ Impact on capital outlay budget
- _Yes__ Means of finance identified

COMMENTS:

A. Section Manager has determined number of displays and required manpower needed.
B. Provided by R.S. 51:650 et. seq.
C. All personnel in the section have been cross trained to perform inspections.
D. This is an ongoing function.
E. Displays are held at times other than the normal work hours, making inspections an overtime cost. A recent increase in fees for permit helps offset the cost of inspection.

MECHANICAL SAFETY

II.8.2 STRATEGY: Develop a computer program to track all fireworks displays in the state by 2006.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_______ Cost/benefit analysis conducted
_Yes__ Other analysis used
______ Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

_____ Needed structural or procedural changes identified
_Yes__ Resource needs identified

D. __T_ **Time Frame**

_Yes__ Already ongoing
______ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

_Yes__ Impact on operating budget
_____ Impact on capital outlay budget
______ Means of finance identified

COMMENTS:

A. Computer program would allow for better planning and programming of work.
B. Provided by RS. 51:650 et.seq.
C. Section is working with office computer section staff to upgrade computer program.
D. This is an ongoing function to upgrade computer system.
E. The cost of purchasing necessary equipment will be budgeted each fiscal year.

MECHANICAL SAFETY

II.8.3 STRATEGY: Improve efforts to educate the public in fireworks safety through various media contacts and presentations at schools throughout the state.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

______ Cost/benefit analysis conducted
_Yes__ Other analysis used
______ Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

_____ Needed structural or procedural changes identified
_Yes__ Resource needs identified

D. __T_ **Time Frame**

_Yes__ Already ongoing
______ New, startup date estimated
_____ Lifetime of strategy identified

E. ____ **Fiscal Impact**

_____ Impact on operating budget
_____ Impact on capital outlay budget
______ Means of finance identified

COMMENTS:

A. Section manager has contacted numerous schools and civic organizations to assess the needs.
B. Provided by RS. 51:650 et. seq.
C. Section manager has begun training all section personnel to give presentations.
D. This is ongoing via section personnel.
E. There is no anticipated fiscal impact.

MECHANICAL SAFETY

II.8.4 STRATEGY: Continue to monitor the industry through 2010 for advancements in inspection equipment and procedures. This will ensure the most up-to-date equipment is being used for inspections.

STRATEGY ANALYSIS CHECKLIST:

A. __T__ **Analysis**

- _______ Cost/benefit analysis conducted
- _Yes__ Other analysis used
- _______ Impact on other strategies considered

B. _____ **Authorization**

- _____ Authorization exists
- _____ Authorization needed

C. __T__ **Organization Capacity**

- _____ Needed structural or procedural changes identified
- _Yes__ Resource needs identified

D. __T__ **Time Frame**

- _Yes__ Already ongoing
- _______ New, startup date estimated
- _____ Lifetime of strategy identified

E. __T__ **Fiscal Impact**

- _Yes__ Impact on operating budget
- _____ Impact on capital outlay budget
- _______ Means of finance identified

COMMENTS:

A. Manager has identified equipment need for present and attends various industry shows to monitor new equipment
B. N/A.
C. Manager has asked all section personnel to monitor the industry as they inspect to watch for new equipment.
D. This function has already started and is ongoing
E. Any new equipment cost will be budgeted in to each new fiscal year budget.

ARSON SECTION

III.1.1 STRATEGY: Provide and encourage the education of local fire department personnel in the determination of the cause and origin of fires.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_____ Cost/benefit analysis conducted
_____ Other analysis used
Yes Impact on other strategies considered

B. __T_ **Authorization**

Yes Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

_____ Needed structural or procedural changes identified
Yes Resource needs identified

D. __T_ **Time Frame**

Yes Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

Yes Impact on operating budget
_____ Impact on capital outlay budget
_____ Means of finance identified

COMMENTS:

A. Education of the Fire Service is critical to the mission of the Arson Section, as this directly affects calls-for-service and thereby resource allocation and utilization.
B. Education to the Fire Service is an ongoing project, however a shortage of manpower seriously reduces the amount and effectiveness of this training. Authorization exists in La.R.S.40:1563.1.
C. Needs have been identified (USFA Management Study of the OSFM Arson Section, 2003)
D. Ongoing project
E. Education ensures that Fire Service calls-for-service are directly related to the Arson Investigation mission – thereby ensuring more effective utilization of resources.

ARSON SECTION

III.1.2 STRATEGY: Establish and maintain a data repository, thereby allowing statistical analysis of all arson cases investigated by the Arson Section so as enhance individual and unit efficiency and performance through the identification of trends and proper allocation of resources.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_____ Cost/benefit analysis conducted
_____ Other analysis used
_Yes__ Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**

_____ Needed structural or procedural changes identified
_Yes__ Resource needs identified

D. __T_ **Time Frame**

_____ Already ongoing
_Yes__ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

_____ Impact on operating budget
_____ Impact on capital outlay budget
_Yes__ Means of finance identified

COMMENTS:

A. Impacts total resource requirements, as well as allocation. Ensures that effective case management and case prioritization principles are applied to the investigative operation.
B. An Access database is currently in place, however its design is inadequate to provide the flexibility required to assure proper case management. A new system is being designed as part of the Fire Marshal's integrated system (Vector Graphics/SMARTeam). Authorization exists in La.R.S. 40:1563.1.
C. Needs have been identified and relayed to the system designers.
D. It is anticipated that the Arson portion of the system will be on-line in early 2005.
E. System being partially financed through a state sponsored IT grant.

ARSON SECTION

III.1.3 STRATEGY: To increase staffing levels to ensure more productive, efficient and effective service to Louisiana's citizens, Fire Service and Law Enforcement, thereby ensuring proper caseload allocation as well as timely and effective response, and investigative follow-up of statewide arson investigations.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**

_____ Cost/benefit analysis conducted
_Yes__ Other analysis used
_____ Impact on other strategies considered

B. __T_ **Authorization**

_____ Authorization exists
_Yes__ Authorization needed

C. __T_ **Organization Capacity**

_____ Needed structural or procedural changes identified
_Yes__ Resource needs identified

D. __T_ **Time Frame**

_____ Already ongoing
_Yes__ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**

_Yes__ Impact on operating budget
_____ Impact on capital outlay budget
_____ Means of finance identified

COMMENTS:

A. See USFA Management Study, 2003. Study identifies staffing deficiencies and makes recommendations as to staffing level increases as well as geographical allocation of manpower.
B. Authorization is required. The budgetary proposal to increase staffing by three (3) investigative positions is currently the top priority of the SFM for the 2005-2006 budget year.
C. See A, above.
D. This strategy, if implemented, will commence during budget year 2005-2006.
E. It is the plan of the Fire Marshal to seek approval for funding in the upcoming budget year. Funds will be acquired through proceeds generated by the Fire Marshal's Office that ordinarily go into the state's general fund.

ARSON SECTION

III.1.4 STRATEGY: To operate, maintain and upgrade equipment to current technology standards so as to provide a safe, effective, and efficient investigative operation.

STRATEGY ANALYSIS CHECKLIST:

A. __T_ **Analysis**
_____ Cost/benefit analysis conducted
_____ Other analysis used
Yes Impact on other strategies considered

B. __T_ **Authorization**
Yes Authorization exists
_____ Authorization needed

C. __T_ **Organization Capacity**
_____ Needed structural or procedural changes identified
Yes Resource needs identified

D. __T_ **Time Frame**
Yes Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. __T_ **Fiscal Impact**
_____ Impact on operating budget
_____ Impact on capital outlay budget
Yes Means of finance identified

COMMENTS:

A. Arson investigation is a specialized field requiring specialized equipment and training. A program has been started to provide systematic replacement of tools and equipment, as well as provide necessary safety-related equipment and specialized equipment designed to enhance the investigative effort.
B. Expendable supplies and replacement items are currently funded through the operating budget (upon approval of the Fire Marshal). The Arson Section has been authorized to seek addition funding for specialized investigative and/or safety-related equipment through Federal/State grant programs. Authorization exists in La.R.S. 40:1563.1.
C. Equipment needs (PPE, evidence collection, etc.) have been identified and requests are pending.

D. Equipment replacement is an ongoing process. Notification has been received that a law enforcement grant request has been approved, however the funds have not been received as of this date.

E. See B. Funding for digital radio equipment and Personal Protective Equipment is to be funded through a law enforcement grant. Request(s) for specialized Arson scene processing equipment have been for the upcoming budget year.

PLAN REVIEW SECTION

III.2.1 STRATEGY: Provide increased training opportunities in the codes, rules and regulations enforced by the Office of State Fire Marshal.

STRATEGY ANALYSIS CHECKLIST

A. __T_ **Analysis - This strategy expands an ongoing office function.**
_N/A_ Cost/benefit analysis conducted
_N/A_ Other analysis used
Yes Impact on other strategies considered/enhanced design industry competence will produce safer buildings

B. __T_ **Authorization**
Yes Authorization exists
_____ Authorization needed

C. _____ **Organization Capacity**
_N/A_ Needed structural or procedural changes identified
_N/A_ Resource needs identified

D. __T_ **Time Frame**
Yes Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. _____ **Fiscal Impact – Plan reviewers serving as specialists in different code areas conduct these seminars.**
None Impact on operating budget
None Impact on capital outlay budget
None Means of finance identified

COMMENTS:

A. This strategy expands an ongoing office function.

E. Plan reviewers serving as specialists in different code areas conduct these seminars.

PLAN REVIEW SECTION

III.2.2 STRATEGY: Provide for increased field inspection duties by the Plan Review Staff in concert with the Inspection Section to afford the plan review staff the opportunity to observe the co-dependency of the plan review process and the inspection process.

STRATEGY ANALYSIS CHECKLIST

A. __T__ **Analysis - Theoretically the plan review/inspection process should complement each other by giving mutual insight into employee duties.**

_____ Cost/benefit analysis conducted
_____ Other analysis used
_Yes__ Impact on other strategies considered

B. __T__ **Authorization**

_Yes__ Authorization exists
_____ Authorization needed

C. _____ **Organization Capacity**

None Needed structural or procedural changes identified
None Resource needs identified

D. __T__ **Time Frame**

_Yes__ Already ongoing
_N/A_ New, startup date estimated
_N/A_ Lifetime of strategy identified

E. _____ **Fiscal Impact – This duty is a redefinition of plan review duties.**

None Impact on operating budget
None Impact on capital outlay budget
None Means of finance identified

COMMENTS:

A Theoretically the plan review/inspection process should complement each other by giving mutual insight into employee duties.

E. This duty is a redefinition of plan review duties.

PLAN REVIEW SECTION

III.2.3 STRATEGY: Complete a final review of construction documents within an average of 3.21 man hours.

STRATEGY ANALYSIS CHECKLIST

A. _____ **Analysis**

None Cost/benefit analysis conducted
None Other analysis used
None Impact on other strategies considered

B. _T_ **Authorization**

Yes Authorization exists
_____ Authorization needed

C. _____ **Organization Capacity**

_____ Needed structural or procedural changes identified
_____ Resource needs identified

D. _____ **Time Frame**

_____ Already ongoing
_____ New, startup date estimated
_____ Lifetime of strategy identified

E. _____ **Fiscal Impact**

_____ Impact on operating budget
_____ Impact on capital outlay budget
_____ Means of finance identified

COMMENTS:

A. Quicker reviews are desired to enhance economic growth by avoiding construction delays. Quicker plan reviews allow for enhanced strategies III.2.1, III.2.2.

PLAN REVIEW SECTION

III.2.4 STRATEGY: To maintain current staffing levels or increase to co-include with increased demand for inspections.

STRATEGY ANALYSIS CHECKLIST

A. __T_ **Analysis – This is an ongoing function requiring adjustments to work force based on potential new duties/positions that are not specified or not budgeted at this time.**

______ Cost/benefit analysis conducted
______ Other analysis used
______ Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
______ Authorization needed

C. __T_**Organization Capacity**

_Yes__ Needed structural or procedural changes identified
______ Resource needs identified

D. __T_ **Time Frame**

_Yes__ Already ongoing
______ New, startup date estimated
______ Lifetime of strategy identified

E. __T_ **Fiscal Impact – This is an ongoing function requiring adjustments to work force based on potential new duties/positions that are not specified or not budgeted at this time.**

______ Impact on operating budget
______ Impact on capital outlay budget
______ Means of finance identified

COMMENTS:

This is an ongoing function requiring adjustments to work force based on potential new duties/positions that are not specified or not budgeted at this time.

PLAN REVIEW SECTION

III.2.5 STRATEGY: To maintain and upgrade equipment to current technology standards.

STRATEGY ANALYSIS CHECKLIST

A. __T_ **Analysis – This office needs state of the art systems in order to perform its duties competently.**

______ Cost/benefit analysis conducted
_Yes__ Other analysis used
______ Impact on other strategies considered

B. __T_ **Authorization**

_Yes__ Authorization exists
______ Authorization needed

C. __T_ **Organization Capacity**

None Needed structural or procedural changes identified
_Yes__ Resource needs identified

D. __T_ **Time Frame**

_Yes__ Already ongoing
______ New, startup date estimated
______ Lifetime of strategy identified

E. __T_ **Fiscal Impact – Already currently funded.**

______ Impact on operating budget
______ Impact on capital outlay budget
______ Means of finance identified

COMMENTS:

A new computer system is now being developed that will assist plan review process while interfacing more competently with inspections.